

## Winter 2025 Administrative Office Specialist

The Administrative Office Specialist is an in person, on site program.

Students can enroll in the program on a full-time basis or register in courses on a course-by-course basis.

**ONLINE APPLICATION FOR ADMISSION IS REQUIRED AND STUDENTS MUST BE ACCEPTED BEFORE THEY MAY REGISTER**

COURSE #	COURSE NAME	ROOM #	DATE	DAY	TIME	TUITION/FEE
	<b>REGISTRATION FEE</b>					<b>\$30.00</b>
BCAP 1100	Microsoft Word – Level 1	1027	Jan 6 – Jan 27	M/W/F	9:00 am – 12:00 pm	\$406.00
BCAP 1200	Keyboarding 1	1027	Jan 7 - Feb 4	Tu/Th	9:00 am - 11:30 am	\$305.00
CMNS 1100	Professional Communications	1027	Jan 20 – Mar 3	M/W/F	1:00 pm – 3:30 pm	\$609.00
BCAP 2100	Microsoft Word – Level 2	1027	Jan 29 – Feb 7	M/W/F	9:00 am – 12:00 pm	\$203.00
BCAP 1120	Microsoft Excel – Level 1	1027	Feb 10 – Mar 5	M/W/F	9:00 am – 12:00 pm	\$406.00
ADMN 1001	Bookkeeping – Level 1	1027	Feb 18 – Mar 20	Tu/Th	9:00 am – 12:00 pm	\$406.00
BUSM 1100	Office Skills and Client Support	1027	Mar 5 – Mar 17	M/W/F	1:00 pm – 3:30 pm	\$203.00
BCAP 2120	Microsoft Excel – Level 2	1027	Mar 7 – Mar 19	M/W/F	9:00 am – 12:00 pm	\$203.00
BUSM 1150	Employment Preparation	1027	Mar 19 – Apr 14	M/W/F	1:00 pm – 3:30 pm	\$406.00
BCAP 1140	Microsoft PowerPoint	1027	Mar 21 – Mar 31	M/W/F	9:00 am – 12:00 pm	\$203.00
BCAP 1160	Microsoft Outlook	1027	Apr 2 – Apr 11	M/W/F	9:00 am – 12:00 pm	\$203.00

Classes will not be held on February 15 & 17 due to the statutory holiday.

**\* Please note that students are required to purchase their own textbooks (with the exception of sponsored students).  
Student textbook list is available on the program page at <https://rmcollege.sd42.ca/program/administrative-office-specialist/>**