

Winter 2025 Bookkeeping Professional

The Bookkeeping Professional is an [online](#) 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
	REGISTRATION FEE					\$30.00
BCAP 1120	Microsoft Excel – Level 1	Online	Jan 6 – Feb 5	M/W	6:00 pm – 9:00 pm	\$406.00
ADMN 1001	Bookkeeping – Level 1	Online	Jan 7 – Feb 6	Tue/Thu	6:30 pm – 9:30 pm	\$406.00
CMNS 1100	Professional Communications	Online	Jan 11 – Apr 12	Sat	9:00 am – 12:30 pm	\$609.00
BCAP 1311	Sage	Online	Jan 18 – Apr 5	Sat	1:30 pm – 3:30 pm	\$305.00
BCAP 2120	Microsoft Excel – Level 2	Online	Feb 10 – Mar 3	M/W	6:00 pm – 9:00 pm	\$203.00
ADMN 1002	Bookkeeping – Level 2	Online	Feb 11 – Mar 13	Tue/Thu	6:30 pm – 9:30 pm	\$406.00
ADMN 1020	Budgeting and Cost Management	Online	Mar 5 – Mar 26	M/W	6:00 pm – 9:30 pm	\$305.00
ADMN 1040	Payroll Administration	Online	Mar 18 – Apr 10	Tue/Thu	6:30 pm – 9:30 pm	\$305.00
BCAP 1321	QuickBooks – Level 1	Online	Mar 31 – Apr 16	M/W	6:00 pm – 9:30 pm	\$305.00

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/bookkeeping-professional/>***