

Spring/Summer 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	INSTRUCTOR	ROOM #	DATE	DAY	TIME	TUITION/FEE
	REGISTRATION FEE						\$30.00
BCAP 1120	Microsoft Excel – Level 1	Corina King	Online	May 5 – June 9	M/W	6:00 pm – 9:00 pm	\$406.00
ADMN 1001	Bookkeeping – Level 1	Adriana Omercajic	Online	May 6 - June 5	Tue/Thu	6:30 pm – 9:30 pm	\$406.00
CMNS 1100	Professional Communications	Catherine Wark	Online	May 10 - Aug 16	Sat	9:00 am – 12:30 pm	\$609.00
BCAP 1321	QuickBooks – Level 1	TBD	Online	May 24 - July 12	Sat	1:00 pm - 4:00 pm	\$305.00
ADMN 1040	Payroll Administration *Final class will be held on Friday, July 4th 6:30 pm - 8:00 pm	Adriana Omercajic	Online	June 10 - July 3	Tue/Thu	6:30 pm – 9:30 pm	\$305.00
ADMN 1002	Bookkeeping – Level 2	Corina King	Online	Jun 11 - July 14	M/W	6:30 pm – 9:30 pm	\$406.00
BCAP 2120	Microsoft Excel – Level 2	Catherine Wark	Online	July 8 - July 24	Tue/Thu	6:00 pm – 9:00 pm	\$203.00
BCAP 1311	Sage	Corina King	Online	July 16 - Aug 11	M/W	6:00 pm - 9:30 pm	\$305.00
ADMN 1020	Budgeting and Cost Management	Corina King	Online	July 29 - Aug 14	Tue/Thu	6:00 pm – 9:30 pm	\$305.00

Classes will not be held on May 19, July 1 & Aug 4th due to statutory holidays.

**** 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/>***