

Fall 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 #	INSTRUCTOR	DATE	DAY	TIME	TUITION/FEE
	REGISTRATION FEE - Domestic						\$30.00
	REGISTRATION FEE - International						\$100.00
BCAP 1200	Keyboarding 1	1027	TBD	Sept. 2 - Oct. 2	Tu/Th	1:00 pm - 3:30 pm	\$349.50
BCAP 1100	Microsoft Word – Level 1	1027	TBD	Sept. 3 - Sept. 24	M/W/F	9:00 am – 12:00 pm	\$466.00
CMNS 1100	Professional Communications	1027	TBD	Sept. 15 - Oct. 27	M/W/F	1:00 pm – 3:30 pm	\$699.00
BCAP 2100	Microsoft Word – Level 2	1027	TBD	Sept. 26 - Oct. 6	M/W/F	9:00 am – 12:00 pm	\$233.00
BCAP 1120	Microsoft Excel – Level 1	1027	TBD	Oct. 8 - Oct. 31	M/W/F	9:00 am – 12:00 pm	\$466.00
ADMN 1001	Bookkeeping – Level 1	1027	TBD	Oct. 28 - Dec. 2	Tu/Th	9:00 am – 12:00 pm	\$466.00
BUSM 1100	Office Skills and Client Support	1027	TBD	Oct. 29 - Nov. 10	M/W/F	1:00 pm – 3:30 pm	\$233.00
BCAP 2120	Microsoft Excel – Level 2	1027	TBD	Nov. 3 - Nov. 14	M/W/F	9:00 am – 12:00 pm	\$233.00
BUSM 1150	Employment Preparation	1027	TBD	Nov. 12 - Dec. 8	M/W/F	1:00 pm – 3:30 pm	\$466.00
BCAP 1140	Microsoft PowerPoint	1027	TBD	Nov. 17 - Nov. 26	M/W/F	9:00 am – 12:00 pm	\$233.00
BCAP 1160	Microsoft Outlook	1027	TBD	Nov. 28 - Dec. 8	M/W/F	9:00 am – 12:00 pm	\$233.00

Classes will not be held on: September 30, October 13 and November 11 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/>