

Fall 2025

Bookkeeping Professional

Students can enroll in the program full time (all courses in one term) or part time (courses per student choice)

Students can take individual courses instead of the entire program by applying as a "Non-Program Student"

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

COURSE #	COURSE NAME	ONLINE/IN PERSON	INSTRUCTOR	DATE	DAY	TIME
ADMN 1001	Bookkeeping - Level 1	Online	Corina King	Sep 2 - Oct 2	Tues/Thurs	6:30pm - 9:30pm
ADMN 1002	Bookkeeping - Level 2	Online	Adriana Omercajic	Oct 7 - Nov 13	Tues/Thurs	6:30pm - 9:30pm
ADMN 1020	Budgeting and Cost Management	Online	Corina King	Oct 29 - Dec 17	Wed	6:30pm - 9:30pm
ADMN 1040	Payroll Administration	Online	Adriana Omercajic	Nov 18 - Dec 16	Tues/Thurs	6:30pm - 9:30pm
CMNS 1100	Professional Communications	Asynchronous	Catherine Wark	Sep 2 - Dec 14	–	–
BCAP 1120	MS Excel Level 1	Online	Corina King	Sep 3 - Oct 1	Mon/Wed	6:30pm - 9:30pm
BCAP 2120	MS Excel Level 2	Online	Corina King	Oct 6 - Oct 22	Mon/Wed	6:30pm - 9:30pm
BCAP 1311	Sage - Level 1	Online	Corina King	Oct 27 - Dec 15	Mon	6:30pm - 9:30pm
BCAP 1321	Quickbooks - Level 1	Asynchronous	Corina King	Oct 20 - Dec 14	–	–

**** Please note that students are required to purchase their own textbooks (with the exception of sponsored students).***

Student textbook list is available on the Bookkeeping Professional program page at <https://rmcollege.sd42.ca/program/bookkeeping-professional/>