

## Fall 2025

### Executive Administrator

**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
CMNS 1100	Professional Communications	Asynchronous	Catherine Wark	Sep 2 - Dec 14	-	
BUSM 1400	Organizational Behaviour	Online *	Shawn Ireland	Sep 2 - Oct 14	Tues	6:30pm - 9:30pm
BCAP 1120	MS Excel Level 1	Online	Corina King	Sep 3 - Oct 1	Mon/Wed	6:30pm - 9:30pm
HRMT 1100	Canadian Human Resources Management	Online	Navdipak Kaur	Sep 4 - Dec 11	Thurs	6:30pm - 9:30pm
BCAP 2120	MS Excel Level 2	Online	Corina King	Oct 6 - Oct 22	Mon/Wed	6:30pm - 9:30pm
BUSM 2500	Leadership and Supervision	Online *	Shawn Ireland	Oct 15 - Dec 14	Tues	6:30pm - 9:30pm
MRKT 1250	Managing Social Media	Asynchronous	Patrick Sauriol	Oct 20 - Dec 14	-	

*\* This course is offered partially asychronously. One course per week is online and one course per week is conducted asychronously.*

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