

Winter 2026

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
BCAP 1120	MS Excel Level 1	Online	Corina King	Jan 12 - Feb 11	Mon/Wed	6:30 pm - 9:30 pm
CMNS 1100	Professional Communications	Asynchronous	Catherine Wark	Jan 12 - Apr 26	-	
ADMN 1001	Bookkeeping - Level 1	Online	Adriana Omercajic	Jan 13 - Feb 12	Tues/Thurs	6:30 pm - 9:30 pm
ADMN 1002	Bookkeeping - Level 2	Online	Adriana Omercajic	Feb 17 - Mar 24	Tues/Thurs	6:30 pm - 9:30 pm
BCAP 2120	MS Excel Level 2	Online	Corina King	Feb 18 - Mar 4	Mon/Wed	6:30 pm - 9:30 pm
BCAP 1321	Quickbooks - Level 1	Asynchronous	Corina King	Mar 2 - Apr 26	-	
BCAP 1311	Sage - Level 1	Online	Corina King	Mar 9 - Apr 27	Mon	6:30 pm - 9:30 pm
ADMN 1020	Budgeting and Cost Management	Online	Corina King	Mar 11 - Apr 29	Wed	6:30 pm - 9:30 pm
ADMN 1040	Payroll Administration	Online	Adriana Omercajic	Mar 26 - Apr 23	Tues/Thurs	6:30 pm - 9:30 pm

**** 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/>