

Winter 2026 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
BCAP 1200	Keyboarding 1	1027	TBD	Jan. 12 - 23	M/W/F	1:00 pm - 3:30 pm
BCAP 1100	Microsoft Word – Level 1	1027	TBD	Jan. 12 - Feb. 4	M/W/F	9:00 am – 12:00 pm
CMNS 1100	Professional Communications	1027	TBD	Jan. 28 - Mar. 11	M/W/F	1:00 pm – 3:30 pm
BCAP 2100	Microsoft Word – Level 2	1027	TBD	Feb. 6 - 18	M/W/F	9:00 am – 12:00 pm
BCAP 1120	Microsoft Excel – Level 1	1027	TBD	Feb. 20 - Mar. 13	M/W/F	9:00 am – 12:00 pm
ADMN 1001	Bookkeeping – Level 1	1027	TBD	Mar. 5 - Apr. 7	Tu/Th	9:00 am – 12:00 pm
BUSM 1100	Office Skills and Client Support	1027	TBD	Mar. 13 - 27	M/W/F	1:00 pm – 3:30 pm
BCAP 2120	Microsoft Excel – Level 2	1027	TBD	Mar. 18 - 30	M/W/F	9:00 am – 12:00 pm
BUSM 1150	Employment Preparation	1027	TBD	Mar. 30 - Apr. 24	M/W/F	1:00 pm – 3:30 pm
BCAP 1140	Microsoft PowerPoint	1027	TBD	Apr. 1 - 15	M/W/F	9:00 am – 12:00 pm
BCAP 1160	Microsoft Outlook	1027	TBD	Apr. 17 - 24	M/W/F	9:00 am – 12:00 pm

This schedule is subject to change and the college reserves the right to modify or cancel courses.

**** 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/>