

Spring 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
ADMN 1001	Bookkeeping - Level 1	Online	Adriana Omercajic	May 12 - Jun 11	Tues/Thurs	6:30pm - 9:30pm
ADMN 1002	Bookkeeping - Level 2	Online	Corina King	Jul 16 - Aug 20	Tues/Thurs	6:30pm - 9:30pm
ADMN 1020	Budgeting and Cost Management	Online	Corina King	Jul 8 - Aug 26	Wed	6:30pm - 9:30pm
ADMN 1040	Payroll Administration	Online	Adriana Omercajic	Jun 16 - Jul 14	Tues/Thurs	6:30pm - 9:30pm
CMNS 1100	Professional Communications	Asynchronous	Catherine Wark	May 11 - Aug 23	-	
BCAP 1120	MS Excel Level 1	Online	Corina King	May 11 - Jun 10	Mon/Wed	6:30pm - 9:30pm
BCAP 2120	MS Excel Level 2	Online	Corina King	Jun 15 - Jun 29	Mon/Wed	6:30pm - 9:30pm
BCAP 1311	Sage - Level 1	Online	Corina King	Jul 6 - Aug 24	Mon	6:30pm - 9:30pm
BCAP 1321	Quickbooks - Level 1	Asynchronous	Corina King	Jun 29 - Aug 23	-	

**** 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/>