

## Spring 2026

# Bookkeeping Professional

Riverside Centre: 20575 Thorne Avenue

Maple Ridge, BC V2X 9A6

[www.rmccollege.ca](http://www.rmccollege.ca)

Email: [rmc@sd42.ca](mailto:rmc@sd42.ca)

Phone: (604) 466-6242

(Mon-Thu 8:00 am – 4:00 pm, Fri 8:00 am – 3:30 pm)

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