

Winter 2027

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 #	DATE	DAY	TIME	INSTRUCTOR
BCAP 1100	Microsoft Word – Level 1	1027	Jan. 11 - Feb. 1	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1200	Keyboarding 1	1027	Jan. 11 - Jan. 22	M/W/F	1:00 pm - 3:30 pm	Bridget Carroll
CMNS 1100	Professional Communications	1027	Jan. 25 - Mar. 8	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 2100	Microsoft Word – Level 2	1027	Feb. 3 - Feb. 12	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1120	Microsoft Excel – Level 1	1027	Feb. 17 - Mar 10	M/W/F	9:00 am – 12:00 pm	Corina King
ADMN 1001	Bookkeeping – Level 1	1027	Feb. 23 - Apr. 1	T/TH	1:00 pm – 3:30 pm	Corina King
BUSM 1100	Office Skills and Client Support	1027	Mar. 10 - Mar. 22	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 2120	Microsoft Excel – Level 2	1027	Mar. 12 - Mar. 24	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BUSM 1150	Employment Preparation	1027	Mar. 24 - Apr. 23	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 1140	Microsoft PowerPoint	1027	Mar. 31 - Apr. 9	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1160	Microsoft Outlook	1027	Apr. 12 - Apr. 21	M/W/F	9:00 am – 12:00 pm	Catherine Wark

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

***Please see page 2 for additional class and text book information**

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Text Book Information

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/>

Additional Class Scheduling Information

All classes Classes will not be held on: February 15, March 26 and March 29 due to statutory holidays.

BCAP 1200 Keyboarding 1 Classes also held: Apr. 6, Apr. 8 & Apr. 13, 1 pm - 3:30 pm, Room 1027