

Winter 2027

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	ROOM #	DATE	DAY	TIME	INSTRUCTOR
BCAP 1120	MS Excel Level 1	Online	Jan. 11 - Feb. 10	M/W	6:00 pm - 9:00 pm	Corina King
ADMN 1001	Bookkeeping - Level 1	Online	Jan. 12 - Feb 11	T/TH	6:30 pm - 9:30 pm	Adriana Omercajic
CMNS 1100	Professional Communications	Online	Jan. 16 - Apr. 24	SA	9:00 am - 12:30 pm	Catherine Wark
ADMN 1002	Bookkeeping - Level 2	Online	Feb. 16 - Mar. 23	T/TH	6:30 pm - 9:30 pm	Adriana Omercajic
BCAP 2120	MS Excel Level 2	Online	Feb. 17 - Mar. 8	M/W	6:00 pm - 9:00 pm	Corina King
ADMN 1020	Budgeting and Cost Management	Online	Mar. 10 - Apr. 7	M/W	6:00 pm - 9:00 pm	Corina King
BCAP 1321	Quickbooks - Level 1	Asynchronous	Mar. 22 - Apr. 22	-	-	Corina King
ADMN 1040	Payroll Administration	Online	Mar. 25 - Apr. 22	T/TH	6:30 pm - 9:30 pm	Adriana Omercajic
BCAP 1311	Sage	Online	Apr. 12 - Apr. 29	M/W	6:00 pm - 9:00 pm	Corina King

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 Bookkeeping Professional program page at <https://rmcollege.sd42.ca/program/bookkeeping-professional/>

Additional Class Scheduling Information

All Classes	Classes will not be held on: February 13 - 15, March 26 - March 29, due to statutory holidays
ADMN 1020	Budgeting and Cost Management, Apr. 7 class will be held from 6:00 pm - 7:30 pm
BCAP 1311	Sage will also run: Apr. 26, 27, 28, 6:00 pm - 9:00 pm / Apr. 29 will run 6:00 pm - 7:30 pm