

## Fall 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 #	DATE	DAY	TIME	INSTRUCTOR
BCAP 1100	Microsoft Word – Level 1	1027	Sept. 9 - Oct. 2	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1200	Keyboarding 1*	1027	Sept. 9 - Sept. 21	M/W/F	1:00 pm - 3:30 pm	Bridget Carroll
CMNS 1100	Professional Communications	1027	Sept. 23 - Nov. 6	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 2100	Microsoft Word – Level 2	1027	Oct. 5 - Oct. 16	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1120	Microsoft Excel – Level 1	1027	Oct. 19 - Nov 9	M/W/F	9:00 am – 12:00 pm	Corina King
ADMN 1001	Bookkeeping – Level 1	1027	Oct. 29 - Dec. 1	Tu/Th	9:00 am – 12:00 pm	Corina King
BUSM 1100	Office Skills and Client Support	1027	Nov. 9 - Nov. 23	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 2120	Microsoft Excel – Level 2	1027	Nov. 13 - Nov. 25	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BUSM 1150	Employment Preparation**	1027	Nov. 25 - Dec. 17	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 1140	Microsoft PowerPoint	1027	Nov. 27 - Dec. 7	M/W/F	9:00 am – 12:00 pm	Catherine Wark
BCAP 1160	Microsoft Outlook	1027	Dec. 9 - Dec. 18	M/W/F	9:00 am – 12:00 pm	Catherine Wark

\*BCAP 1200 Keyboarding 1 Classes also held: Nov. 10, Nov. 12 & Nov. 17, 1 pm - 3:30 pm

\*\*BUSM 1150 Employment Preparation: Classes also held Tuesday, Dec. 15 & Thursday, Dec. 17, 1 pm - 3:30 pm

**Classes will not be held on: September 30, October 12 and November 11 due to statutory holidays.**

*\* Please note that students are required to purchase their own textbooks (with the exception of sponsored students).  
udent textbook list is available on the program page at <https://rmcollege.sd42.ca/program/administrative-office-specialis>*