

Winter 2025

Medical Office Administrator - Term 2

The Medical Office Administrator Program is a hybrid 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	TUITION/FEE	Instructor
ADMN 1250	Clinical Procedures & Document Handling	Room 1027	Jan 7 - Mar 6	Tue/Thu	1:00 pm - 3:30 pm	\$609.00	Bridget Carroll
ADMN 1212	*Anatomy and Terminology 2	Room 1028	Jan 7 - Feb 6	Tue/Thu	9:00 am - 12:00 pm	\$406.00	Bridget Carroll
ADMN 1240	Electronic Medical Records and Billing	Online	Jan 27 - Feb 14	M/W/F	1:00 pm - 3:30 pm	\$305.00	Bridget Carroll
ADMN 1230	Equity, Diversity, Inclusion & Indigenous Health Concerns	Online	Feb 10 - Feb 24	M/Tue/W/Thu	6:00 pm - 9:00 pm	\$305.00	Tina Toal
HESA 1201	Comprehensive Occupational First Aid	Learning Ctr.	Mar 7 & 8	Fri/Sat	8:30 am - 5:00 pm	\$199.00	Carrie Ureta
HESA 1350	WHMIS	Learning Ctr.	Mar 5	Wed	9:00 am - 1:00 pm	\$49.00	Catherine Wark
	Pre Practicum Seminar	Room 1027	Feb 27	Thu	4:00 pm - 6:00 pm	-	Tina Toal
ADMN 1290	*MOA Practicum	In Person	Mar 10 - Apr 11	M-F	8 hour per day	\$812.00	Various

*Mandatory practicum seminars: March 13, 20, 27 & Apr 3 (7:00 pm - 8:00 pm) - Online

Classes will not be held on February 15 & 17 due to the statutory holiday.

**** 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/moa/>***