



(A Division of School District No. 42)  
 Riverside Centre: 20575 Thorne Avenue  
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 Phone: (604) 466-6242  
 (Mon-Thursday 8:00 am – 4:00 pm, Fridays 8:00 am – 3:30 pm)

## RIDGE MEADOWS COLLEGE Fall 2024 Booking Clerk

**The Booking Clerk Course is a hybrid program.  
 Students must enroll in the program on a full time basis and it takes ONE semester to complete.**

**ONLINE APPLICATION FOR ADMISSION IS REQUIRED AND STUDENTS MUST BE ACCEPTED BEFORE THEY MAY REGISTER**

COURSE #		ONLINE OR IN PERSON	DATE	DAY	TIME	TUITION/ REG FEE
	<b>REGISTRATION FEE</b>					<b>\$30.00</b>
BCAP 1200	Keyboarding	In Person	Sep 3 – Oct 1	Tue/Thu	9:00 am – 11:30 am	\$305.00
ADMN 1211	Anatomy and Terminology <b>**No class Sept 30th and Oct 14<sup>th</sup></b>	Room 1028	Sep 27 – Nov 4	M/W/F	9:00 am – 12:00 pm	\$609.00
ADMN 1200	Medical Administrative Procedures <b>**No class Nov 11<sup>th</sup></b>	Online	Nov 6 – Dec 11	M/W/F	9:00 am – 12:00 pm	\$609.00

**\* Please note that students are now required to purchase their own textbooks (with the exception of sponsored students).  
 Student textbook list is available on the Medical Office Administrator program page at <https://rmcollege.sd42.ca/program/moa/>.**