



(A Division of School District No. 42)  
 Riverside Centre: 20575 Thorne Avenue  
 Maple Ridge, BC V2X 9A6  
[www.rmcollege.ca](http://www.rmcollege.ca)  
 Email: [rmc@sd42.ca](mailto:rmc@sd42.ca)  
 Phone: (604) 466-6242  
 (Mon-Thursday 8:00 am – 4:00 pm, Fridays 8:00 am – 3:30 pm)

## RIDGE MEADOWS COLLEGE Fall 2024 Medical Office Administrator

**The Medical Office Administrator Certificate 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 #		ONLINE OR IN PERSON	DATE	DAY	TIME	TUITION/ REG FEE
	<b>REGISTRATION FEE</b>					<b>\$30.00</b>
	<b>SEMESTER 1</b>					
BCAP 1100	Microsoft Word	Room 1027	Sep 4 – Sep 25	M/W/F	9:00 am – 12:00 pm	\$406.00
HESA 1400	Self-Care and Stress Management <b>**This class will be run in an asynchronous format – no set dates or times.  with three in person classes. Please see below.</b>	Online				\$609.00
CMNS 1100	Professional Communications <b>**No class Sept 30th and Oct 14<sup>th</sup></b>	Room 1027	Sep 18 – Nov 1	M/W/F	1:00 pm – 3:30 pm	\$609.00
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/>.**

**\*HESA 1400 – Self Care and Stress Management**

In person sessions are **mandatory** and will be held in Room 1027 at Riverside Centre on:

- Tuesday, Sept 3<sup>rd</sup> 3:30 pm – 6:30 pm
- Tuesday, November 5<sup>th</sup> 3:30 pm – 6:30 pm
- Tuesday, December 10<sup>th</sup> 3:30 pm – 6:30 pm