

Winter 2025 Medical Booking Clerk

The Medical Booking Clerk 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 #	COURSE NAME	ROOM #	DATE	DAY	TIME	TUITION/FEE
	REGISTRATION FEE					\$30.00
BCAP 1200	Keyboarding 1	Room 1027	Jan 7 - Feb 4	Tue/Thu	9:00 am - 11:30 am	\$305.00
ADMN 1211	Anatomy and Terminology 1	Room 1055	Jan 29 - Mar 5	M/W/F	9:00 am - 12:00 pm	\$609.00
ADMN 1200	Medical Administrative Procedures	Online	Mar 7 - Apr 9	M/W/F	9:00 am - 12:00 pm	\$609.00

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 Medical Office Administrator program page at <https://rmcollege.sd42.ca/program/moa/>