

Winter 2025 Medical Office Administrator - Term 1

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
	REGISTRATION FEE					\$30.00
BCAP 1100	Microsoft Word – Level 1	1027	Jan 6 – Jan 27	M/W/F	9:00 am – 12:00 pm	\$406.00
HESA 1400	*Practitioner Self-Care and Stress Management	Asynchronous	Jan 6 - Apr 14			\$406.00
CMNS 1100	Professional Communications	1027	Jan 20 – Mar 3	M/W/F	1:00 pm – 3:30 pm	\$609.00
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	March 7 - April 9	M/W/F	9:00 am - 12:00 pm	\$609.00
BUSM 1150	Employment Preparation	1027	Mar 19 – Apr 14	M/W/F	1:00 pm – 3:30 pm	\$406.00

* HESA 1400 Requires 3 in person classes to be held on:

January 6, March 10 & April 14 - 3:30 pm - 6:30 pm - Room 1027

**Prerequisite to Anatomy and Terminology 2

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/>