

Fall 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 #	INSTRUCTOR	DATE	DAY	TIME	TUITION/FEE
	REGISTRATION FEE - Domestic						\$30.00
ADMN 1211	**Anatomy and Terminology 1	1027	Bridget Carroll	Sep 2 - Oct.23	Tu/Th	9:00 am - 12:00 pm	\$630.00
HESA 1400	*Practitioner Self-Care and Stress Management	Asynchronous	Anna Montabello	Sep 2 - Dec 8			\$420.00
BCAP 1100	Microsoft Word – Level 1	1027	Bridge Carroll	Sep 3 - Sep 24	M/W/F	9:00 am – 12:00 pm	\$420.00
CMNS 1100	Professional Communications	1027	Catherine Wark	Sep 15 - Oct 27	M/W/F	1:00 pm – 3:30 pm	\$630.00
ADMN 1200	Medical Administrative Procedures	1027	Tina Toal	Oct. 7 - Dec 9	Tu/Th	1:30 pm - 4:00 pm	\$630.00
BUSM 1150	Employment Preparation	1027	Catherine Wark	Nov 12 - Dec 8	M/W/F	1:00 pm – 3:30 pm	\$420.00

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

September 2, Oct. 27 & Dec. 8, 3:30 pm - 6:30 pm - Room 1027

**Prerequisite to Anatomy and Terminology 2

Classes will not be held on: September 30, October 13 and November 11 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/>