

# Fall 2025 Medical Scheduling Clerk

The Medical Scheduling Clerk program is a hybrid program.

This program can be taken on a full time or part time basis. Please note that some courses will NOT be offered in the Summer semester.

**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
	REGISTRATION FEE - International						\$100.00
ADMN 1211	Anatomy and Terminology 1	1027	Bridget Carroll	Sept. 2 - Oct. 23	Tu/Th	9:00 am - 12:00 pm	\$630.00
BCAP 1200	Keyboarding 1	1027	Bridget Carroll	Sept. 2 - Oct. 2	Tu/Th	1:00 pm - 3:30 pm	\$315.00
BCAP 1100	Microsoft Word Level 1	1027	Bridget Carroll	Sept. 3 - Sept. 24	M/W/F	9:00 am – 12:00 pm	\$420.00
ADMN 1200	Medical Administrative Procedures	1027	Tina Toal	Oct. 7 - Dec. 9	Tu/Th	1:30 pm - 4:00 pm	\$630.00
BCAP 1120	Microsoft Excel Level 1	1027	Corina King	Oct. 8 - Oct. 31	M/W/F	9:00 am – 12:00 pm	\$420.00
ADMN 1240	*Electronic Medical Records and Billing	Online	Bridge Carroll	Oct. 28 - Nov. 25	Tu/Th	9:00 am - 12:00 pm	\$315.00
BCAP 1160	Microsoft Outlook	1027	Catherine Wark	Nov. 28 - Dec. 8	M/W/F	9:00 am – 12:00 pm	\$210.00

\* ADMN 1240: November 25 class, requires students to attend in-person for final exam. Exam to take place in Room 1028.

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