

## Fall 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 #	INSTRUCTOR	DATE	DAY	TIME
ADMN 1211	Anatomy and Terminology 1	1027	Bridget Carroll	Sep 2 - Oct 23	Tu/Th	9:00 am - 12:00 pm
BCAP 1200	Keyboarding 1	1027	Bridget Carroll	Sep 2 - Oct 2	Tu/Th	1:00 pm - 3:30 pm
ADMN 1200	Medical Administrative Procedures	1027	Tina Toal	Oct 7 - Dec 9	Tu/Th	1:30 pm - 4:00 pm

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/>***