

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

* 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/>