

# Winter 2026 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
BCAP 1100	Microsoft Word – Level 1	1027	TBD	Jan. 12 - Feb. 4	M/W/F	9:00 am – 12:00 pm
BCAP 1200	Keyboarding 1	1027	TBD	Jan. 12 - 23	M/W/F	1:00 pm - 3:30 pm
ADMN 1211	Anatomy and Terminology 1	1027	TBD	Jan. 13 - Mar. 3	Tu/Th	9:00 am - 12:00 pm
ADMN 1240	Electronic Medical Records and Billing	Online	TBD	Feb. 2 - 23	M/W/F	1:30 pm - 4:00 pm
ADMN 1200	Medical Administrative Procedures	Online	TBD	Feb. 12 - Apr. 14	Tu/Th	1:30 pm - 4:00 pm
BCAP 1120	Microsoft Excel – Level 1	1027	TBD	Feb. 20 - Mar. 13	M/W/F	9:00 am – 12:00 pm
BCAP 1160	Microsoft Outlook	1027	TBD	Apr. 17 - 24	M/W/F	9:00 am – 12:00 pm

***This schedule is subject to change and the college reserves the right to modify or cancel courses.***

***\* 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/>***