

Winter 2026 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
BCAP 1200	Keyboarding 1	1027	Bridget Carroll	Jan. 12 - 23	M/W/F	1:00 pm - 3:30 pm
ADMN 1211	Anatomy and Terminology 1	1027	Bridget Carroll	Jan. 13 - Mar. 3	Tu/Th	9:00 am - 12:00 pm
ADMN 1200	Medical Administrative Procedures	Online	Tina Toal	Feb. 12 - Apr. 14	Tu/Th	1:30 pm - 4:00 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/>***