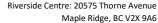
(Mon-Thu 8:00 am - 4:00 pm, Fri 8:00 am - 3:30 pm)





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/