

Winter 2026

Medical Office Administrator - Term 1

The Medical Office Administrator Program is a Hybrid program.

Students can enroll in the program on a full-time basis or register in courses on a course-by-course basis.

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	Corina King	Jan. 12 - Feb. 4	M/W/F	9:00 am – 12:00 pm
HESA 1400	Practitioner Self-Care and Stress Management	Asynchronous	Tina Toal	Jan. 12 - Apr. 20		
ADMN 1211	Anatomy and Terminology 1	1027	Bridget Carroll	Jan. 13 - Mar. 3	Tu/Th	9:00 am - 12:00 pm
CMNS 1100	Professional Communications	1027	Catherine Wark	Jan. 28 - Mar. 11	M/W/F	1:00 pm – 3:30 pm
ADMN 1200	Medical Administrative Procedures	Online	Tina Toal	Feb. 12 - Apr. 14	Tu/Th	1:30 pm - 4:00 pm
BUSM 1150	Employment Preparation	1027	Catherine Wark	Mar. 30 - Apr. 24	M/W/F	1:00 pm – 3:30 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 program page at <https://rmcollege.sd42.ca/program/moa/>