

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	Corina King	Jan. 12 - Feb. 4	M/W/F	9:00 am – 12:00 pm
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 1240	Electronic Medical Records and Billing	Online	Bridget Carroll	Feb. 2 - 23	M/W/F	1:30 pm - 4:00 pm
ADMN 1200	Medical Administrative Procedures	Online	Tina Toal	Feb. 12 - Apr. 14	Tu/Th	1:30 pm - 4:00 pm
BCAP 1120	Microsoft Excel – Level 1	1027	Corina King	Feb. 20 - Mar. 13	M/W/F	9:00 am – 12:00 pm
BCAP 1160	Microsoft Outlook	1027	Catherine Wark	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/>