

## 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. 2	M/W/F	9:00 am – 12:00 pm
ADMN 1200	Medical Administrative Procedures	Online	Tina Toal	Jan. 12 - Feb. 13	M/W/F	1:00 pm - 4:00 pm
ADMN 1230	Inequities in Healthcare	Online	Tina Toal	Jan. 20 - Feb. 12	Tue/Thu	1:00 pm - 4:00 pm
ADMN 1250	Clinical Procedures & Document Handling	1027	Bridget Carroll	Feb. 9 - Mar. 18	M/W/F	9:00 am - 12:00 pm
ADMN 1240	Electronic Medical Records and Billing	1027	Bridget Carroll	Feb. 18 - Mar. 11	M/W/F	1:00 pm - 3:30 pm
BUSM 1150	Employment Preparation	1027	Catherine Wark	Mar. 24 - Apr. 23	Tue/Thu	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 program page at <https://rmcollege.sd42.ca/program/moa/>**