

**Medical Office Administrator - Term 2**

**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
ADMN 1212	Anatomy and Terminology 2	Online	Tina Toal	Jan. 13 - Feb. 12	Tue/Thu	9:00 am - 12:00 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
HESA 1201	Comprehensive Occupational First Aid	Gym	TBD	Mar. 5 & 6	Thu/F	8:30 am - 5:00 pm
HESA 1350	WHMIS	1055	Catherine Wark	Mar 12	Thu	1:00 pm - 4:00 pm
	Pre Practicum Seminar	1027	Bridget Carroll	Mar. 10	Tue	1 pm - 3 pm
ADMN 1290	Practicum Seminars	Online	Bridget Carroll	Mar. 26, Apr. 2, 9 & 16	Thu	7:00 pm - 8:00 pm
ADMN 1290	MOA Practicum	On Site	Bridget Carroll	Mar 23 - Apr 24	M-F	8 hours per day

***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/mao/>***