

FALL 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
ADMN 1200	Medical Administrative Procedures	1027	Bridget Carroll	Sept. 8 - Oct. 27	Tue/Thu	9:00 am – 12:00 pm
ADMN 1250	Clinical Procedures & Document Handling	1027	Bridget Carroll	Sept. 8 - Nov. 5	Tue/Thu	1:00 pm - 3:30 pm
BCAP 1100	Microsoft Word – Level 1	1027	Catherine Wark	Sept. 9 - Oct. 2	M/W/F	9:00 am – 12:00 pm
ADMN 1230	Inequities in Healthcare*	Online	Tina Toal	Nov. 9 - Nov. 27	M/W/F	9:00 am – 12:00 pm
ADMN 1240	Electronic Medical Records and Billing**	1027	Bridget Carroll	Nov. 19 - Dec. 17	Tue/Thu	1:00 pm - 3:30 pm
BUSM 1150	Employment Preparation***	1027	Catherine Wark	Nov. 25 - Dec. 17	M/W/F	1:00 pm - 3:30 pm

Students who qualify to participate in Practicum in the Winter 2027 term, please see below.

COURSE #	COURSE NAME	ROOM #	INSTRUCTOR	DATE	DAY	TIME
	Pre Practicum Seminar	1027	Bridget Carroll	Dec. 16	Wed	9:00 am – 11:00 am
ADMN 1290	Practicum Seminars	Online	Bridget Carroll	Jan. 7, 14, 21 & 28, 2027	Thu	7:00 pm - 8:00 pm
ADMN 1290	MOA Practicum	In Person	Bridget Carroll	Jan. 4 - Feb. 5, 2027	M-F	8:00 am - 4:00 pm

*ADMN 1230 Inequities in Healthcare: November 27 class runs until 10:30 am

**ADMN 1240 Electronic Medical Records and Billing: Dec. 15 & 17 class runs from 9:00 am - 12 pm

***BUSM 1150 Employment Preparation: Classes also held Tuesday, Dec. 15 & Thursday, Dec. 17, 1 pm - 3:30 pm

Classes will not be held on: September 30, October 12 and November 11 due to statutory holidays

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/>