



**Ridge Meadows
College**

(A Division of School District #42)

Winter 2027 Medical Scheduling Clerk

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
www.rmcollege.ca
Email: rmc@sd42.ca
Phone: (604) 466-6242

(Mon-Thu 8:00 am – 4:00 pm, Fri 8:00 am – 3:30 pm)

The Medical Scheduling Clerk is an in person program.

ONLINE APPLICATION FOR ADMISSION IS REQUIRED AND STUDENTS MUST BE ACCEPTED BEFORE THEY MAY REGISTER

COURSE #	COURSE NAME	ROOM #	DATE	DAY	TIME	INSTRUCTOR
BCAP 1100	Microsoft Word Level 1	1027	Jan. 11 - Feb. 1	M/W/F	9:00 am - 12:00 pm	Catherine Wark
BCAP 1200	Keyboarding 1	1027	Jan. 11 - Jan. 22	M/W/F	1:00 pm - 3:30 pm	Bridget Carrol
ADMN 1211	Anatomy and Terminology 1	1027	Jan. 12 - Mar. 2	T/TH	9:00 am - 12:00 pm	Bridget Carrol
BCAP 1120	Microsoft Excel Level 1	1027	Feb. 17 - Mar. 10	M/W/F	9:00 am - 12:00 pm	Corina King
BCAP 1160	Microsoft Outlook	1027	Apr. 12 - Apr. 21	M/W/F	9:00 am - 12:00 pm	Catherine Wark

This schedule is subject to change and the college reserves the right to modify or cancel courses.

***Please see page 2 for additional class and text book information**

Winter 2027

Medical Scheduling Clerk - Page 2

Text Book Information

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/>

Additional Class Scheduling Information

All classes	Classes will not be held on: February 15, March 26 and March 29 due to statutory holidays.
BCAP 1200	Keyboarding 1 Classes also held: Apr. 6, Apr. 8 & Apr. 13, 1 pm - 3:30 pm, Room 1027
ADMN 1200	Medical Administrative Procedures - Will be offered in the Spring/Summer 2027 Term
ADMN 1240	Electronic Medical Records and Billing - Will be offered in the Spring/Summer 2027 Term