

Spring / Summer 2026 Medical Office Administrator

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 1211	Anatomy and Terminology 1*	1027	Bridget Carroll	May 12 - June 30	Tue/Thu	9:00 am - 12:00 pm
ADMN 1212	Anatomy and Terminology 2	1027	Bridget Carroll	July 2 - Aug. 4	Tue/Thu	9:00 am - 12:00 pm
HESA 1400	Practitioner Self-Care and Stress Management**	Asynchronous	Tina Toal	May 11 - Aug.17		
CMNS 1100	Professional Communications	1027	Catherine Wark	June 9 - Aug. 13	Tue/Thu	1:00 pm - 3:30 pm
HESA 1201	Comprehensive Occupational First Aid	TBD	TBD	Aug. 18-Aug.19	Tue/Wed	8:30 am - 4:30 pm
HESA 1350	WHMIS	1027	Catherine Wark	Aug. 20	Thu	9:00 am - 1:00 pm

Students who qualify to participate in Practicum in the Fall 2026 term, please see below.

COURSE #	COURSE NAME	ROOM #	INSTRUCTOR	DATE	DAY	TIME
	Pre Practicum Seminar	1027	Bridget Carroll	Aug. 20	Thu	1:00 pm - 3:00 pm
ADMN 1290	Practicum Seminars	Online	Bridget Carroll	Sept. 17, 24, Oct. 1, 8	Thu	7:00 pm - 8:00 pm
ADMN 1290	MOA Practicum	In Person	Bridget Carroll	Sept. 8 - Oct. 14	M-F	8:00 am - 4:00 pm

*Anatomy and Terminology 1 is a prerequisite to Anatomy and Terminology 2.

**HESA 1400 Requires 3 in person classes to be held on: May 11, July 6, August 17 from 9:00 am -12:00 pm - Room 1027

Classes will not be held on: May 18, July 1 and August 3, due to the statutory holiday.

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/>