

Fall 2026 Medical Booking Clerk

The Medical Booking Clerk is a hybrid program.

Students must enroll in the program on a full time basis and it takes ONE semester to complete.

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 Carrol	Sept. 8 - Oct. 27	Tue/Thu	9:00 am – 12:00 pm
BCAP 1200	Keyboarding 1*	1027	Bridget Carrol	Sept. 9 - Sept. 21	M/W/F	1:00 pm - 3:30 pm

Course offered in Winter 2027 Term

COURSE #	COURSE NAME	ROOM #	INSTRUCTOR	DATE	DAY	TIME
ADMN 1211	Anatomy and Terminology 1	TBD	TBD	TBD	TBD	TBD

*BCAP 1200 Keyboarding 1 Classes also held: Nov. 10, Nov. 12 & Nov. 17, 1 pm - 3:30 pm

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

** Please note that students are required to purchase their own textbooks (with the exception of sponsored students).*

Student textbook list is available on the Medical Office Administrator program page at <https://rmcollege.sd42.ca/program/moa/>



(A Division of School District No. 42)

Riverside Centre: 20575 Thorne Avenue
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Email: rmc@sd42.ca
Phone: (604) 466-6242
(Mon-Thu 8:00 am – 4:00 pm, Fri 8:00 am – 3:30 pm)