

Fall 2026 Medical Scheduling Clerk

The Medical Scheduling Clerk program is a **hybrid** program.

This program can be taken on a full time or part time basis. Please note that some courses will NOT be offered in the Fall semester.

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
BCAP 1200	Keyboarding 1*	1027	Bridget Carroll	Sept. 9 - Sept. 21	M/W/F	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
BCAP 1120	Microsoft Excel Level 1	1027	Corina King	Oct. 19 - Nov 9	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
BCAP 1160	Microsoft Outlook	1027	Catherine Wark	Dec. 9 - Dec. 18	M/W/F	9:00 am – 12:00 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

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

*** 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/>