

2023

SEPTEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
COMMUNICATION SKILLS	LABOUR DAY	BLACKBOARD TRAINING ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
10	11	12	13	14	15	16
COMMUNICATION SKILLS	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
17	18	19	20	21	22	23
MEDICAL TERMINOLOGY	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
24	25	26	27	28	29	30
MEDICAL TERMINOLOGY	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY

WEEKLY INDEPENDENT: 10 hours student completes course work independently. Courses open Sunday 12:01 AM

WEEKLY INSTRUCTOR LEAD: 2.5 hours scheduled on Tuesday & Thursday evenings from 6:00-8:30 PM, = 5 hours.

Students learn online together in real-time with instructor, additional office hours post by instructor for 1:1 assistance.

KEYBOARDING: 5 hours per week student practices keyboarding independently.

2023

OCTOBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
MEDICAL TERMINOLOGY	NATIONAL DAY FOR TRUTH AND RECONCILIATION CLOSURE	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
08	09	10	11	12	13	14
PHARMACOLOGY	THANKSGIVING DAY CLOSURE	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
15	16	17	18	19	20	21
PHARMACOLOGY	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
22	23	24	25	26	27	28
MEDICAL OFFICE PROCEDURES	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
29	30	31	01	02	03	04
MEDICAL OFFICE PROCEDURES	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM				

2023

NOVEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04
			ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
05	06	07	08	09	10	11
MEDICAL OFFICE PROCEDURES	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
12	13	14	15	16	17	18
BILLING	REMEMBRANCE DAY CLOSURE	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
19	20	21	22	23	24	25
BILLING	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
26	27	28	29	30	01	02
BILLING	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM		

2023

DECEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
				BILLING ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
03	04	05	06	07	08	09
BILLING	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
10	11	12	13	14	15	16
CLINICAL	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
17	18	19	20	21	22	23
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK
24	25	26	27	28	29	30
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK

2024

JANUARY

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
HOLIDAY BREAK	HOLIDAY BREAK	CLINICAL ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
07	08	09	10	11	12	13
CLINICAL	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	ONLINE REAL-TIME 6-8:30 PM	ONLINE INDEPENDENTLY	KEYBOARDING INDEPENDENTLY
14	15	16	17	18	19	20
PRACTICUM Student follows medical setting hours Min 30 - Max 40/week						
21	22	23	24	25	26	27
28	29	30	31	01	02	03
EMPLOYMENT PREP	ONLINE INDEPENDENT	ONLINE REALTIME 6-8:30 PM	ONLINE INDEPENDENTLY PROGRAM END			

The actual dates and times of the practicum shifts will reflect the schedule of the MOA preceptor you are paired with. Some MOAs work part-time hours and varying shift schedules, so your practicum may run longer than the proposed end date to meet the required hours. Your actual practicum schedule will not be known until closer to the practicum start