

2022

SEPTEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
				BLACKBOARD TRAINING ONLINE REAL-TIME 6-8:30 PM		
04	05	06	07	08	09	10
COMMUNICATION SKILLS ONLINE 12.5 HOURS	LABOUR DAY	ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
11	12	13	14	15	16	17
COMMUNICATION SKILLS ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
18	19	20	21	22	23	24
MEDICAL TERMINOLOGY ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
25	26	27	28	29	30	01
MEDICAL TERMINOLOGY ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM	NATIONAL DAY FOR TRUTH AND RECONCILIATION	

WEEKLY: 12.5 hours student completes course work independently. Course opens Sundays 12:01 AM - Saturdays 11:59 PM; this is shown as a colour running thru the week.

**INSTRUCTOR LEAD:** 2.5 hours Tuesday & Thursday evenings from 6:00-8:30 PM. Students learn online together in real-time.

**IN CLASS:** January 2022 for clinical assessment. Local student attend class the Clearbrook Centre campus. All others remain online.

**KEYBOARDING:** Student practices keyboarding independently 2.5 hours per week.

2022

OCTOBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
						KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
02	03	04	05	06	07	08
MEDICAL TERMINOLOGY ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
09	10	11	12	13	14	15
PHARMACOLOGY ONLINE 12.5 HOURS	THANKSGIVING DAY	ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
16	17	18	19	20	21	22
PHARMACOLOGY ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
23	24	25	26	27	28	29
MEDICAL OFFICE PROCEDURES ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
30	31	01	02	03	04	05
MEDICAL OFFICE PROCEDURES ONLINE 12.5 HOURS						

2022

NOVEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
06	07	08	09	10	11	12
MEDICAL OFFICE PROCEDURES ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM	REMEMBRANCE DAY Class now: WED, NOV 12.5	KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
13	14	15	16	17	18	19
BILLING ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
20	21	22	23	24	25	26
BILLING ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM		ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
27	28	29	30	01	02	03
BILLING ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM				

2022

DECEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
				ONLINE REAL-TIME 6-8:30 PM		KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
04	05	06	07	08	09	10
BILLING ONLINE 12.5 HOURS		ONLINE REAL-TIME 6-8:30 PM				KEYBOARDING 2.5 HOURS WEEKLY INDEPENDENTLY
11	12	13	14	15	16	17
CLINICAL ONLINE 10 HOURS		ONLINE REALTIME 6-8:30 PM		ONLINE REALTIME 6-8:30 PM		KEYBOARD ASSESSMENT
18	19	20	21	22	23	24
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK
25	26	27	28	29	30	31
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK

# 2023

# JANUARY

# Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
HOLIDAY BREAK	HOLIDAY BREAK	CLINICAL ONLINE 7.5 HOURS		IN CLASS 6-8:30 Assessment Clearbrook Centre campus		
08	09	10	11	12	13	14
CLINICAL ONLINE 10 HOURS		IN CLASS 6-8:30 Assessment Clearbrook Centre campus		IN CLASS 6-8:30 Assessment Clearbrook Centre campus		
15	16	17	18	19	20	21
PRACTICUM Student follows medical clinic hours Min 30 - Max 40/week	PRACTICUM	PRACTICUM	PRACTICUM	PRACTICUM	PRACTICUM	PRACTICUM
22	23	24	25	26	27	28
PRACTICUM	PRACTICUM	PRACTICUM	PRACTICUM		PRACTICUM	PRACTICUM
29	30	31	01	02	03	04
EMPLOYMENT PREP ONLINE 7.5 HOURS		ONLINE REALTIME 6-8:30 PM 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