

2024

SEPTEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
	LABOUR DAY			BLACKBOARD TRAINING ONLINE 6:30-7:30 PM		
08	09	10	11	12	13	14
	COMMUNICATION SKILLS (MOA01) ONLINE INDEPENDENTLY	MOA01 ONLINE 6:00-8:30 PM	MOA01 ONLINE INDEPENDENTLY	MOA01 ONLINE 6:00-8:30 PM	MOA01 ONLINE INDEPENDENTLY	
15	16	17	18	19	20	21
	MOA01 ONLINE INDEPENDENTLY	MOA01 ONLINE 6:00-8:30 PM	MOA01 ONLINE INDEPENDENTLY	MOA01 ONLINE 6:00-8:30 PM	MOA01 ONLINE INDEPENDENTLY	
22	23	24	25	26	27	28
	MEDICAL TERMINOLOGY (MOA02) ONLINE INDEPENDENTLY	MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	
29	30	01	02	03	04	05
	NATIONAL DAY FOR TRUTH AND RECONCILIATION CLOSURE					

ONLINE INDEPENDENT: Coursework completed independently. Student office hours are posted by the instructor for support on these days.

SCHEDULED ONLINE: Instructor facilitates on Tues & Thurs evenings from 6:00-8:30 PM

2024

OCTOBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02	03	04	05
		MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	
06	07	08	09	10	11	12
	THANKSGIVING DAY CLOSURE	MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	MOA02 ONLINE 6:00-8:30 PM	MOA02 ONLINE INDEPENDENTLY	
13	14	15	16	17	18	19
	MOA02 ONLINE INDEPENDENTLY	MOA02 ONLINE 6:00-8:30 PM	PRACTICUM PREPARATION (MOA09) ONLINE INDEPENDENTLY	PHARMACOLOGY (MOA03) ONLINE 6:00-8:30 PM	MOA03 ONLINE INDEPENDENTLY	
20	21	22	23	24	25	26
	MOA03 ONLINE INDEPENDENTLY	MOA03 ONLINE 6:00-8:30 PM	MOA03 ONLINE INDEPENDENTLY	MOA03 ONLINE 6:00-8:30 PM	MOA03 ONLINE INDEPENDENTLY	
27	28	29	30	31	01	02
	MOA03 ONLINE INDEPENDENTLY	MOA03 ONLINE 6:00-8:30 PM	MOA03 ONLINE INDEPENDENTLY	INDEPENDENT STUDY REVIEW		

2024

NOVEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
					MEDICAL OFFICE PROCEDURES (MOA04) ONLINE INDEPENDENTLY	
03	04	05	06	07	08	09
	MOA04 ONLINE INDEPENDENTLY	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	
10	11	12	13	14	15	16
	REMEMBRANCE DAY CLOSURE	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	
17	18	19	20	21	22	23
	MOA04 ONLINE INDEPENDENTLY	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	MOA04 ONLINE 6:00-8:30 PM	MOA04 ONLINE INDEPENDENTLY	
24	25	26	27	28	29	30
	BILLING (MOA05) ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	

2024

DECEMBER

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	
08	09	10	11	12	13	14
	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	
15	16	17	18	19	20	21
	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	MOA05 ONLINE 6:00-8:30 PM	MOA05 ONLINE INDEPENDENTLY	
22	23	24	25	26	27	28
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK
29	30	31	01	02	03	04
HOLIDAY BREAK	HOLIDAY BREAK	HOLIDAY BREAK				

2025

JANUARY

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04
			HOLIDAY BREAK	PRACTICUM PREP MOA09 ONLINE 6:00-8:30 PM	MOA09 ONLINE INDEPENDENTLY	
05	06	07	08	09	10	11
	CLINICAL (MOA06) ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	
12	13	14	15	16	17	18
	MOA06 ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	
19	20	21	22	23	24	25
	MOA06 ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	MOA06 ONLINE 6:00-8:30 PM	MOA06 ONLINE INDEPENDENTLY	
26	27	28	29	30	31	01
	MOA09 ONLINE INDEPENDENTLY	PRACTICUM PREP MOA09 ONLINE 6:00-8:30 PM	EMPLOYMENT PREP ONLINE	EMPLOYMENT PREP ONLINE 6:00-8:30 PM	EMPLOYMENT PREP ONLINE	

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

2025

FEBRUARY

Medical Office Assistant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
PRACTICUM Student follows medical setting hours Min 30 - Max 40/week						
09	10	11	12	13	14	15
PRACTICUM Student follows medical setting hours Min 30 - Max 40/week						
16	17	18	19	20	21	22
	EMPLOYMENT PREP ONLINE	EMPLOYMENT PREP ONLINE 6:00-8:30 PM				
23	24	25	26	27	28	01

e 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 have varying shift schedules **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 date.