***Medical Office Administrator Program E-text list***

***\*\*Please be advised that all students are REQUIRED to have a textbook \*\****

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| **Course Name:**  | **Textbook Name,****Publisher & ISBN:**  | **Price Estimate:**  | **Link to purchase Textbook:**  |
| ADMN 1200Medical Administrative Procedures**(Textbook is also used for ADMN 1250)** | Administrative & Clinical Procedures for the Canadian Health Professional Publisher: PearsonISBN E-TEXT: 9780137283064**ISBN HARDCOPY:** 9780135831397 | E-text starting at: $54.99Hardcopy starting at: $167.99**\*\*Please be advised this e-text is also used for ADMN 1250 course which is in the 2nd term of this program, it is advised you purchase the longer expiry date\*\*** | https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064 |
| ADMN 1211Anatomy and Terminology 1 **(Textbook is also used for ADMN 1212)** | The Language of MedicinePublisher: Evolve Elsevier ISBN E-TEXT: 9780323597814\*\*No hardcopy available\*\* | E-text starting at: $116.99**\*\*Please be advised this e-text is also used for ADMN 1212 course which is in the 2nd term of this program, it is advised you purchase the longer expiry date\*\*** | https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814 |

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| BCAP 1100Microsoft Word – Level 1 | Microsoft Word 365 & 2019 AssociatePublisher: CCI LearningISBN E-TEXT: N/AISBN HARDCOPY: N/A | E-text starting at $39.99Hardcopy starting at $79.00 | https://store.ccilearning.com/product/microsoft-word-365-2019-associate-certification-guide/ |
| ADMN 1212Anatomy and Terminology 2**(Textbook is the same from ADMN 1211 course)** | The Language of MedicinePublisher: Evolve Elsevier ISBN E-TEXT: 9780323597814**\*\*No hardcopy available\*\*** | E-text starting at: $116.99 | https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814 |
| ADMN 1230Equity, Diversity, Inclusion & Indigenous Health Concerns  | TBD | TBD | TBD |
| ADMN 1240 Medical Records and Billings  | Administrative & Clinical Procedures for the Canadian Health Professional Publisher: PearsonISBN E-TEXT: 9780137283064**ISBN HARDCOPY:** 9780135831397 | E-text starting at: $54.99Hardcopy starting at: $167.99**\*\*Please be advised this e-text is also used for ADMN 1250 course which is in the 2nd term of this program, it is advised you purchase the longer expiry date\*\*** | https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064 |
| ADMN 1250Clinical Procedures & Document Handling(Textbook is the same as from ADMN 1200) | Administrative & Clinical Procedures for the Canadian Health ProfessionalPublisher: PearsonISBN E-TEXT: 9780137283064ISBN HARDCOPY: 9780135831397 | E-text starting at: $54.99Hardcopy starting at: $167.99 | https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064 |
| HESA 1400Practitioner Self-Care and Stress Management | Self-Care Transformed: A Place for Meaning, Joy, and Community in Helping Professions ISBN: N/A | Kindle edition starting at $19.99Hardcopy starting at: $19.99 | https://www.amazon.ca/Self-Care-Transformed-Meaning-Community-Professions-ebook/dp/B0CM4TCNW3 |