***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 1200  Medical Administrative Procedures  **(Textbook is also used for ADMN 1250)** | Administrative & Clinical Procedures for the Canadian Health Professional  Publisher: Pearson  ISBN E-TEXT: 9780137283064  **ISBN HARDCOPY:**  9780135831397 | E-text starting at: $54.99  Hardcopy 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 1211  Anatomy and Terminology 1  **(Textbook is also used for ADMN 1212)** | The Language of Medicine  Publisher: 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 1100  Microsoft Word – Level 1 | Microsoft Word 365 & 2019 Associate  Publisher: CCI Learning  ISBN E-TEXT: N/A  ISBN HARDCOPY: N/A | E-text starting at $39.99  Hardcopy starting at $79.00 | https://store.ccilearning.com/product/microsoft-word-365-2019-associate-certification-guide/ |
| ADMN 1212  Anatomy and Terminology 2  **(Textbook is the same from ADMN 1211 course)** | The Language of Medicine  Publisher: 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 1230  Equity, Diversity, Inclusion & Indigenous Health Concerns | TBD | TBD | TBD |
| ADMN 1240 Medical Records and Billings | Administrative & Clinical Procedures for the Canadian Health Professional  Publisher: Pearson  ISBN E-TEXT: 9780137283064  **ISBN HARDCOPY:**  9780135831397 | E-text starting at: $54.99  Hardcopy 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 1250  Clinical Procedures & Document Handling  (Textbook is the same as from ADMN 1200) | Administrative & Clinical Procedures for the Canadian Health Professional  Publisher: Pearson  ISBN E-TEXT: 9780137283064  ISBN HARDCOPY:  9780135831397 | E-text starting at: $54.99  Hardcopy 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 1400  Practitioner 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 $19.99  Hardcopy starting at: $19.99 | https://www.amazon.ca/Self-Care-Transformed-Meaning-Community-Professions-ebook/dp/B0CM4TCNW3 |