

Medical Office Administrator Program E-text list

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

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

<p>BCAP 1100 Microsoft Word – Level 1</p>	<p>Microsoft Word 365 & 2019 Associate</p> <p>Publisher: CCI Learning</p> <p>ISBN E-TEXT: N/A</p> <p>ISBN HARDCOPY: N/A</p>	<p>E-text starting at \$39.99</p> <p>Hardcopy starting at \$79.00</p>	<p>https://store.ccilearning.com/product/microsoft-word-365-2019-associate-certification-guide/</p>
<p>ADMN 1212 Anatomy and Terminology 2</p> <p>(Textbook is the same from ADMN 1211 course)</p>	<p>The Language of Medicine</p> <p>Publisher: Evolve Elsevier</p> <p>ISBN E-TEXT: 9780323597814</p> <p>**No hardcopy available**</p>	<p>E-text starting at: \$116.99</p>	<p>https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814</p>
<p>ADMN 1230 Equity, Diversity, Inclusion & Indigenous Health Concerns</p>	<p>Health Inequities in Canada</p> <p>Publisher: UBC Press</p> <p>ISBN E-text: 9780774819770</p> <p>ISBN Hardcopy: 9780774819756</p>	<p>E-text starting at: \$39.95</p> <p>Hardcopy starting at: \$95.00</p>	<p>https://www.ubcpres.ca/health-inequities-in-canada</p>

<p>ADMN 1240 Medical Records and Billings</p>	<p>Administrative & Clinical Procedures for the Canadian Health Professional</p> <p>Publisher: Pearson</p> <p>ISBN E-TEXT: 9780137283064</p> <p>ISBN HARDCOPY: 9780135831397</p>	<p>E-text starting at: \$54.99</p> <p>Hardcopy starting at: \$167.99</p> <p>**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**</p>	<p>https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064</p>
<p>ADMN 1250 Clinical Procedures & Document Handling</p> <p>(Textbook is the same as from ADMN 1200)</p>	<p>Administrative & Clinical Procedures for the Canadian Health Professional</p> <p>Publisher: Pearson</p> <p>ISBN E-TEXT: 9780137283064</p> <p>ISBN HARDCOPY: 9780135831397</p>	<p>E-text starting at: \$54.99</p> <p>Hardcopy starting at: \$167.99</p>	<p>https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064</p>

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
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