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

## \*\*Please be advised that all students are <a href="REQUIRED">REQUIRED</a> to have a textbook \*\*

Course Name:	Textbook Name,	Price Estimate:	Link to purchase Textbook:
	Publisher & ISBN:		
ADMN 1200	Administrative & Clinical	E-text starting at: \$57.99	https://www.pearson.com/en-ca/subject-
Medical	Procedures for the		catalog/p/administrative-and-clinical-
Administrative	Canadian Health	Hardcopy starting at: \$180.99	procedures-for-the-canadian-health-
Procedures	Professional		professional/P200000002494/9780137283064
(Textbook is also	Publisher: Pearson		
used for ADMN		**Please be advised this e-text	
1250)	ISBN E-TEXT:	is also used for ADMN 1250	
	9780137283064	course which is in the 2 <sup>nd</sup> term	
		of this program, it is advised	
	ISBN HARDCOPY:	you purchase the longer expiry	
	9780135831397	date**	
ADMN 1211	The Language of	E-text starting at: \$131.99	https://www.vitalsource.com/en-ca/products/the-
Anatomy and	Medicine		language-of-medicine-e-book-davi-ellen-chabner-
Terminology 1			<u>v9780323597814</u>
	Publisher: Evolve Elsevier		
(Textbook is also		**Please be advised this e-text	
used for ADMN	ISBN E-TEXT:	is also used for ADMN 1212	
1212)	9780323597814	course which is in the 2 <sup>nd</sup> term	
		of this program, it is advised	
	**No hardcopy	you purchase the longer expiry	
	available**	date**	

BCAP 1100 Microsoft Word – Level 1	Microsoft Word 365 & 2019 Associate  Publisher: CCI Learning  ISBN E-TEXT: 978-1- 55332-539-0  ISBN HARDCOPY:	E-text starting at \$39.99  Hardcopy starting at \$79.00	https://store.ccilearning.com/product/microsoft-word-365-2019-associate-ca/
	978-1-55332-539-0		
ADMN 1212 Anatomy and Terminology 2	The Language of Medicine  Publisher: Evolve	E-text starting at: \$1.99	https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814
(Textbook is the	Elsevier		
same from ADMN 1211 course)	ISBN E-TEXT: 9780323597814		
	**No hardcopy available**		
ADMN 1230	Health Inequities in	E-text starting at: \$39.95	https://www.ubcpress.ca/health-inequities-in-
Equity,	Canada		<u>canada</u>
Diversity, Inclusion & Indigenous	Publisher: UBC Press	Hardcopy starting at: \$95.00	
Health Concerns	ISBN E-text: 9780774819770		

ADMN 1240	Administrative &	E-text starting at: \$57.99	https://www.pearson.com/en-ca/subject-
Medical Records	Clinical Procedures		catalog/p/administrative-and-clinical-procedures-
and Billings	for the Canadian	Hardcopy starting at:	for-the-canadian-health-
	Health Professional	\$180.99	professional/P200000002494/9780137283064
	Publisher: Pearson		
	ISBN E-TEXT:	**Please be advised this e-	
	9780137283064	text is also used for ADMN	
		1250 course which is in the	
	ISBN HARDCOPY:	2 <sup>nd</sup> term of this program, it	
	9780135831397	is advised you purchase the	
		longer expiry date**	
ADMN 1250	Administrative &	E-text starting at: \$57.99	https://www.pearson.com/en-ca/subject-
Clinical	Clinical Procedures		catalog/p/administrative-and-clinical-procedures-for-
Procedures &	for the Canadian	Hardcopy starting at:	the-canadian-health-
Document	Health Professional	\$180.99	professional/P200000002494/9780137283064
Handling			
	Publisher: Pearson		
(Textbook is the			
same as from	ISBN E-TEXT:		
ADMN 1200)	9780137283064		
	ISBN HARDCOPY:		
	9780135831397		

HESA 1400	Self-Care	Kindle edition starting at	https://www.amazon.ca/Self-Care-Transformed-
Practitioner	Transformed: A Place	\$19.99	Meaning-Community-Professions-
Self-Care and	for Meaning, Joy, and		ebook/dp/B0CM4TCNW3
Stress	Community in	Hardcopy starting at: \$19.99	
Management	Helping Professions		
	ISBN: N/A		