

Medical Scheduling Clerk 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 also used for ADMN 1240)	Administrative & Clinical Procedures for the Canadian Health Professional Publisher: Pearson ISBN E-TEXT: 9780137283064 ISBN HARDCOPY: 9780135831397	E-text starting at: \$57.99 Hardcopy starting at: \$180.99	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	The Language of Medicine – 12 th Edition Publisher: Evolve Elsevier ISBN E-TEXT: 9780323597814 **No hardcopy available**	E-text starting at: \$131.99	https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814

ADMN 1240 Electronic Medical Records and Billing (Textbook also used for ADMN 1200)	Administrative & Clinical Procedures for the Canadian Health Professional Publisher: Pearson ISBN E-TEXT: 9780137283064 ISBN HARDCOPY: 9780135831397	E-text starting at: \$57.99 Hardcopy starting at: \$180.99	https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000002494/9780137283064
BCAP 1100 Microsoft Word Level 1	Microsoft Word 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: 978-1-55332-539-0 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-ca/

BCAP 1120 Microsoft Excel Level 1	Microsoft Excel 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: 978-1-55332-548-2 ISBN HARDCOPY: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-excel-365-2019-associate-ca/
BCAP 1160 Microsoft Outlook	Microsoft Outlook 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: 978-1-55332-541-5	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-outlook-365-2019-associate-ca/