

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 6 th edition Publisher: Pearson ISBN E-TEXT: 9780138297541 ISBN HARDCOPY: 9780135831397	E-text starting at: \$69.99 Hardcopy starting at: not available on Pearson site **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/P200000011968/9780138297541
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: \$145.99 **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

BCAP 1100 Microsoft Word – Level 1	Microsoft Word 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: 978-1-55332-539-0 ISBN HARDCOPY: 978-1-55332-539-0	E-text starting at \$39.99 Hardcopy starting at \$80.00	https://store.ccilearning.com/product/microsoft-word-365-2019-associate-ca/
ADMN 1212 Anatomy and Terminology 2 (Textbook is the same from ADMN 1211 course)	The Language of Medicine Publisher: Elsevier ISBN E-TEXT: 9780323597814 **No hardcopy available**	E-text starting at: \$145.99	https://www.vitalsource.com/en-ca/products/the-language-of-medicine-e-book-davi-ellen-chabner-v9780323597814
ADMN 1230 Inequities in HealthCare	Health Inequities in Canada Publisher: UBC Press ISBN E-text: 9780774819770	E-text starting at: \$39.95 Hardcopy starting at: \$95.00	https://www.ubcpres.ca/health-inequities-in-canada

ADMN 1240 Electronic Medical Records and Billing	Administrative & Clinical Procedures for the Canadian Health Professional 6th edition Publisher: Pearson ISBN E-TEXT: 9780138297541	E-text starting at: \$69.99 Hardcopy starting at: \$180.99 **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/P200000011968/9780138297541
ADMN 1250 Clinical Procedures & Document Handling (Textbook is the same as from ADMN 1200)	Administrative & Clinical Procedures for the Canadian Health Professional 6th edition Publisher: Pearson ISBN E-TEXT: 9780138297541	E-text starting at: \$69.99 Hardcopy not available on Pearson site	https://www.pearson.com/en-ca/subject-catalog/p/administrative-and-clinical-procedures-for-the-canadian-health-professional/P200000011968/9780138297541
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