

Hospital Unit Clerk BOOKLIST Spring/Summer 2018

Students in the Hospital Unit Clerk program are required to have the following:

- Access to a PC Computer with Office 2016 (Word, Excel, Access and PowerPoint) installed throughout the duration of the program (face-to-face students are required to have a laptop). A MAC computer may be used for the program but it MUST have Bootstrap or Parallels and Windows 10 installed.
- All textbooks on the first day of class

Course Code	Textbook/materials	Edition	Publisher	Author	ISBN#	Price
BUSN 1152 Medical Terminology	Medical Terminology A Short Course 8th edition-with Access Code to website	8th	Elsevier Saunders	Chabner	9780323444927	\$121.11
	Le Petit Compendium 2018 - Oral, Inhalation and Injection Medications Reference	18th	Le Petit Compendium	McMullen, Aube	English version 97829243630906	\$13.67
BUSN 1154 Medical Orders	No Textbook Required					\$0.00
BUSN 1165 Keyboarding	Paradigm Keyboarding: Sessions 1-30 Sixth Edition - Text and SNAP 2013 Online Lab <i>PC compatible computer with Word 2016 installed</i>	6th	EMC Paradigm	Mitchell, King, Klapper	9780763861179	\$113.32
BUSN 1190 Administrative Health-Care Procedures	No Textbook Required					\$0.00
BUSN 1192 Medical Applications	No Textbook Required					\$0.00
					Subtotal	\$248.10
					GST	\$12.41
					TOTAL	\$260.51

The following are purchased online not through the NorQuest bookstore - check with your instructors first.

BUSN 1194 Intro to Software Applications	MindTap® Computing, 1 term (6 months) Instant Access for The Shelly Cashman Series® Collection, 1st Edition (online learning software and e-textbook) <i>Students purchase MindTap online. Students will be provided with instructions about how to obtain access to MindTap in the course.</i> ** NOTE: Students can also purchase a 12-month subscription for \$104.95 - ISBN 9781337391344	1st	Cengage Learning	Freund, Hoisington, Last, Pratt, Schmieder, Sebok, Starks, Vermaat	ISBN-10: 1-337-39129-8 ISBN-13: 978-1-337-39129-0	\$99.95
BUSN 1156 Business Office Communications I	THINK Interpersonal Communications e-text Edition <i>Students purchase the e-text online. The link and instructions will be provided in your Moodle course.</i>	Canadian	Pearson	Engleberg, Wynn, Roberts	9780205208975	\$45.00 Approx.

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BYOD Laptop Minimum Requirements

i3 or equivalent processor

4GB or more of RAM

250 GB HD

1 full size USB port

Wired or wireless mouse

OPTIONAL: External Keyboard (if using laptop)

Wireless 802.11 (ac)b/g/n (for best experience wireless should be ac, anything less may be less than satisfactory)

MS Office 2016 (Word, Excel, Access, PowerPoint)

This software is free for students (more information will be provided at the orientation)

Windows 10 or newer

Google Chrome

Adobe Reader

HealthQuest (further information will be provided during your program on how to download this free program)

Keyboarding Software (further information will be provided during this course on how to download this free program)

Computer Purchase Deal

NorQuest has a student discount if the computer is purchased from Dell.

Go to www.dell.ca/MPP, click Log in, enter NORQUEST COLLEGE.

You are under no obligation to purchase a computer from Dell, however.

Students should consider purchasing a Super Charger to cut charging time for devices

The bookstore makes every effort to ensure published book prices and course materials lists are up to date and correct. However, prices and required materials are subject to change. In the event of a pricing discrepancy, the price charged by the bookstore at the time of purchase will be honoured.