

## Medical Office Assistant Booklist Spring/Summer 2018

Course Code	Textbook/materials	Edition	Publisher	Author	ISBN#	Price
HLTH 1003 Medical Terminology I	Medical Terminology A Short Course 8th edition-with Access Code to website	8th	Elsevier Saunders	Chabner	9780323444927	<b>\$121.11</b>
	Le Petit Compendium 2018 - Oral, Inhalation and Injection Medications Reference	18th	Le Petit Compendium	McMullen, Aube	English version 97829243630906	<b>\$13.67</b>
HLTH 1005 Computer Applications for Health-Care Professionals	No Textbook Required					
HLTH 1006 Administrative Health-Care Procedures	No Textbook Required					
					<b>Subtotal</b>	<b>\$134.78</b>
					<b>GST</b>	<b>\$6.74</b>
					<b>TOTAL</b>	<b>\$141.52</b>

**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)  Students purchase MindTap online. Students will be provided with instructions about how to obtain access to MindTap in the course.  ** 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	<b>\$99.95</b>
BUSN 1156 Business Office Communications I	THINK Interpersonal Communications e-text Edition Students purchase the e-text online. The link and instructions will be provided in your Moodle course.	Canadian	Pearson	Engleberg, Wynn, Roberts	9780205208975	<b>\$45.00 Approx.</b>

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.

Students in the Medical Office Assistant 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

### Laptop Minimum Requirements

- i3 or better processor
- 4GB or more of RAM
- 256 GB HD
- 1 full size USB port
- Wireless 802.11 (ac) b/g/n (for best experience wireless should be ac, anything less may not be satisfactory)
- Windows 10