

Medical Office Assistant Booklist Winter 2019

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	9780323479820	\$105.98
	Le Petit Compendium 2018 - Oral, Inhalation and Injection Medications Reference	18th	Le Petit Compendium	McMullen, Aube	English version 97829243630906	\$15.95
HLTH 1005 Computer Applications for Health-Care Professionals	No Textbook Required					\$0.00
HLTH 1006 Administrative Health-Care Procedures	No Textbook Required					\$0.00
					Subtotal	\$121.93
					GST	\$6.10
					TOTAL	\$128.03

The following are purchased online (not through the Bookstore)

COMP 1006 Office Computer 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	\$99.95
COMM 1001 Introduction to Communications	THINK Interpersonal Communications e-text Edition Students purchase the e-text online. The link and instructions to purchase the e-text will be provided in your Moodle course.	Canadian	Pearson	Engleberg, Wynn, Roberts	9780205208975	\$45.00 Approx.
COMM 1001 Introduction to Communications	OPTIONAL THINK Interpersonal Communications HARD COPY . Available at the NorQuest College Bookstore	Canadian	Pearson	Engleberg, Wynn, Roberts	9780205208975	\$102.50

All students require a laptop (in-class students) or other PC (online students) for this program. Please see the Medical Office Assistant BYOD requirements on the NorQuest College website for more information.

In-class students should consider purchasing a super charger to reduce charging time for devices.

*****Textbooks can be returned within 14 days of purchase for full refund, you must have original receipt and refunds will be refunded to the original payment method. Any textbooks that are shrink wrapped must be still be in original shrink wrap. Textbooks must be in original condition for refund*****

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.