

TERM 1 2019 SCHEDULE
January 2 – February 7, 2019

MONDAY/WEDNESDAY 9:00-4:00

Course	Room #
Clinical Assistant II	1
Medical Office Administration	4

TUESDAY/THURSDAY 9:00-4:00

Course	Room #
Medical Terminology	4
Dental Assistant III	3
Massage Therapy 1	5
Massage Therapy 3	Massage Room
Massage Therapy Externship 2	Student Clinic

WEDNESDAY/FRIDAY 9:00-4:00

Course	Room #
Veterinary Assistant II	5

EXTERNSHIP

Dental Assistant with EDDA (FRIDAY on campus – EDDA)	Esarey	Times and days arranged
Medical Assistant	Lyon	Time and days arranged

MEDICAL CAREER & TECHNICAL COLLEGE
Textbook List per Program (2019)

DENTAL ASSISTANT PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8th Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure & Function of the Body, 15th Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure & Function of the Body, 15th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Dental Assistant I Dental Assistant II Dental Assistant III	<u>Modern Dental Assisting, 12th Edition</u> , 2018, Bird and Robinson; Elsevier <u>Modern Dental Assisting Student Workbook, 12th Edition</u> , 2018, Bird and Robinson; Elsevier <u>Dental Instruments A Pocket Guide, 6th Edition</u> , 2018, Boyd; Elsevier <u>The Administrative Dental Assistant, 4th Edition</u> , 2017, Gaylor; Elsevier <u>The Administrative Dental Assistant, Student Workbook, 4th Edition</u> , 2017, Gaylor; Elsevier Dental Kit	9780323430302 9780323430319 9780323474054 9780323294447 9780323294515
Retail Price: \$850		

MEDICAL ASSISTANT PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8th Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure & Function of the Body, 15th Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure & Function of the Body, 15th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Medical Office Administration	<u>Kinn's The Administrative Medical Assistant, 13th edition</u> , Adams; 2017 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 13th edition</u> , Adams; 2017 Elsevier	9780323394567 9780323396752
Electronic Health Records	<u>SimChart for the Medical Office Learning the Medical Office Workflow</u> , Elsevier (Current Year)	Varies per Year
Medical Coding	<u>Step-By-Step Medical Coding, (Current Year)</u> ; Buck, Elsevier. <u>Step-By-Step Medical Coding, Workbook, (Current Year)</u> ; Buck, Elsevier <u>CPT (Current Year)</u> <u>ICD-10-CM (Current Year)</u>	Varies per Year
Clinical Assistant I Clinical Assistant II Medical Laboratory Procedures	<u>Clinical Procedures for Medical Assistants, 10th Edition</u> ; Bonewit-West; Elsevier, 2018 <u>Study Guide for Clinical Procedures for Medical Assistants, 10th Edition</u> ; Bonewit-West; Elsevier, 2018 Medical Kit	9780323377119 9780323531030
Retail Price: \$1500		

MEDICAL ADMINISTRATION PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8th Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure & Function of the Body, 15th Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure & Function of the Body, 15th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Medical Office Administration	<u>Kinn's The Administrative Medical Assistant, 13th edition</u> , Adams; 2017 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 13th edition</u> , Adams; 2017 Elsevier	9780323394567 9780323396752
Electronic Health Records	<u>SimChart for the Medical Office Learning the Medical Office Workflow</u> , Elsevier (Current Year)	Varies per Year
Medical Coding	<u>Step-By-Step Medical Coding, (Current Year)</u> ; Buck, Elsevier. <u>Step-By-Step Medical Coding, Workbook, (Current Year)</u> ; Buck, Elsevier <u>CPT (Current Year)</u> <u>ICD-10-CM (Current Year)</u>	Varies per Year
Advanced Medical Coding	<u>The Next Step Advanced Medical Coding and Auditing, (Current Year)</u> ; Buck, Elsevier	Varies per Year
Medical Administration Externship and Practicum	Online Internship for Medical Coding (Self-Pay ~\$100)	
		Retail Price: \$1100

MEDICAL MASSAGE THERAPY PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8th Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure & Function of the Body, 15th Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure & Function of the Body, 15th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Massage Therapy 1 Massage Therapy 2 Massage Therapy 3 Massage Therapy 4	<u>Tappan's Handbook of Massage Therapy: Blending Art with Science, 6th Edition</u> , Benjamin, 2016; Pearson <u>Trail Guide to the Body, 5th Edition</u> ; Andrew Biel, 2014; Books of Discovery <u>Trail Guide to the Body, Student Workbook, 5th Edition</u> ; Andrew Biel, 2014; Books of Discovery	9780134082691 9780982978658 9780982978665
Massage Therapy 5 Massage Therapy 6	<u>Mosby's Pathology for Massage Therapists, 4th Edition</u> ; Salvo, 2018; Elsevier	9780323441957
Massage Therapy 7	<u>MBLEX Study Guide to Massage, 2018-2019</u>	9781635302851
		Retail Price: \$650

VETERINARY ASSISTANT PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8th Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure & Function of the Body, 15th Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure & Function of the Body, 15th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Veterinary Assistant I Veterinary Assistant II	<u>Elsevier's Veterinary Assisting Textbook, 2nd Edition</u> , Margi Sirois, 2017, Elsevier <u>Elsevier's Veterinary Assisting Textbook, 2nd Edition, Workbook</u> , Margi Sirois, 2017, Elsevier	9780323359221 978032337102
Veterinary Assistant III	<u>Large Animal Clinical Procedures for Veterinary Technicians</u> , Third Edition, Kristin Holtgrew-Bohling, 2016; Elsevier	9780323341134
		Retail Price: \$500

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