

**TERM 4 2019 SCHEDULE**  
**MAY 13, 2019- JUNE 20, 2019**

**MONDAY/WEDNESDAY                      9:00-4:00**

<b>Course</b>	<b>Room #</b>
Medical Office Administration	4
Clinical Assistant II	1/3

**TUESDAY/THURSDAY                      9:00-4:00**

<b>Course</b>	<b>Room #</b>
Anatomy and Physiology	4
Medical Terminology	1
Dental Assistant III	3
Massage Therapy 6	Massage Room

**WEDNESDAY/FRIDAY                      9:00-4:00**

<b>Course</b>	<b>Room #</b>
Veterinary Assistant II	1

**FRIDAY ONLY**

<b>Course</b>		<b>ROOM #</b>
EDDA	Esarey	3

**EXTERNSHIP**

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

**MEDICAL ASSISTANT PROGRAM**

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8<sup>th</sup> Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Medical Office Administration	<u>Kinn's The Administrative Medical Assistant, 13<sup>th</sup> edition</u> , Adams; 2017 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 13<sup>th</sup> 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, 10<sup>th</sup> Edition</u> ; Bonewit-West; Elsevier, 2018 <u>Study Guide for Clinical Procedures for Medical Assistants, 10<sup>th</sup> Edition</u> ; Bonewit-West; Elsevier, 2018 Medical Kit	9780323377119 9780323531030
<b>Retail Price: \$1500</b>		

### MEDICAL ADMINISTRATION PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8<sup>th</sup> Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Medical Office Administration	<u>Kinn's The Administrative Medical Assistant, 13<sup>th</sup> edition</u> , Adams; 2017 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 13<sup>th</sup> 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)	
		<b>Retail Price: \$1100</b>

### MEDICAL MASSAGE THERAPY PROGRAM

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

## VETERINARY ASSISTANT PROGRAM

Course Name	Textbook Title	ISBN
Medical Terminology	<u>Medical Terminology A Short Course, 8<sup>th</sup> Edition</u> , 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2016 <u>Structure &amp; Function of the Body, 15<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2016	9780323341127 9780323394567
Veterinary Assistant I Veterinary Assistant II	<u>Elsevier's Veterinary Assisting Textbook, 2<sup>nd</sup> Edition</u> , Margi Sirois, 2017, Elsevier <u>Elsevier's Veterinary Assisting Textbook, 2<sup>nd</sup> 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
		<b>Retail Price: \$500</b>

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