

## TERM 5 2019 SCHEDULE

July 1 – August 8, 2019

### **MONDAY/WEDNESDAY**

**9:00-4:00**

<b>Course</b>	<b>Room #</b>
Medical Coding	1
Medical Terminology	4

### **TUESDAY/THURSDAY**

**9:00-4:00**

<b>Course</b>	<b>Room #</b>
Anatomy and Physiology	4
Dental Assistant III	3
Massage Therapy 7	5
Medical Laboratory Procedures	1

### **WEDNESDAY/FRIDAY**

**9:00-4:00**

<b>Course</b>	<b>Room #</b>
Veterinary Assistant III	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**

<b>Course Name</b>	<b>Textbook Title</b>	<b>ISBN</b>
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	9780323430302 9780323430319 9780323474054 9780323294447 9780323294515
Dental Assistant Extern.	<u>Dental Assistant Notes: Dental Assistant's Pocket Guide</u> , Sarakinakis, FA Davis, 2014	9780803638228
		<b>Retail Price: \$650</b>

**MEDICAL ASSISTANT PROGRAM**

<b>Course Name</b>	<b>Textbook Title</b>	<b>ISBN</b>
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	9780323396721 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	9780323377119 9780323531030
Medical Assistant Externship	<u>MA Review Notesplus, 2<sup>nd</sup> Edition</u> , Perreira; FA Davis, 2015 <u>MA Notes: Medical Assistant's Pocket Guide</u> , Brassington, Goretti, FA Davis, 2016	Varies per year
		<b>Retail Price: \$1250</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	9780323396721 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	Online/Evolve
		<b>Retail Price: \$1250</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
Massage Therapy Externship	<u>Massage Notes: Massage Therapy Pocket Guide</u> , Castle; FA Davis, 2013	
		<b>Retail Price: \$750</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 9780323377102
Veterinary Assistant III	<u>Large Animal Clinical Procedures for Veterinary Technicians</u> , Third Edition, Kristin Holtgrew-Bohling, 2016; Elsevier	9780323341134
Veterinary Assistant Externship	<u>Mosby's Veterinary PDQ, 3<sup>rd</sup> Edition</u> , Sirois; Mosby, 2019	
		<b>Retail Price: \$350</b>

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