

TERM 3 2020 SCHEDULE- Richmond

April 6, 2020- May 15, 2020

MONDAY/WEDNESDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Medical Terminology	3		30
Anatomy and Physiology	1		30
Medical Coding (Danville)	3	3	20
Veterinary Assistant III	1	15	20

TUESDAY/THURSDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Medical Coding (Richmond)	4	11	20
Medical Laboratory Procedures	1	17	20
Dental Assistant III	3	7	12
Massage Therapy VI	Massage Room	5	12
Veterinary I (Danville)	1	3	20

EXTERNSHIP

Dental Assistant- EDDA	Poynter	Time and days arranged
Medical Assistant/Administration	Lyon	Time and days arranged
Massage Therapy	Shimmin	Time and days arranged
Veterinary Assistant	Blackburn	Time and days arranged

MEDICAL CAREER & TECHNICAL COLLEGE
Textbook List per Program (2020)

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, 16th Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure & Function of the Body, 16th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323597791 9780323598255
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: \$550

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, 16th Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure & Function of the Body, 16th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323597791 9780323598255
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: \$1150

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, 16th Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure & Function of the Body, 16th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323597791 9780323598255
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: \$1150

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, 16th Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure & Function of the Body, 16th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323597791 9780323598255
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, 16th Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure & Function of the Body, 16th Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323597791 9780323598255
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, 2020; Elsevier	9780323569040
		Retail Price: \$625

Medical Career and Technical College has an agreement with Campus Bookstore, located across the parking lot, to maintain an inventory of currently used textbooks for purchase. Students receiving federal financial aid may choose to bundle textbooks for their entire program as chosen at time of enrollment. That request is made per each individual student with arrangements made through the school financial aid office. Students may also choose to purchase through online textbook vendors. Students may also choose to purchase e-books directly through the textbook publisher.