

**TERM 6 2020 SCHEDULE- Richmond**

**August 17 – September 25, 2020**

**MONDAY/WEDNESDAY**

**9:00-4:00**

<b>Course</b>	<b>Room #</b>	<b>Enrolled</b>	<b>Maximum Enrollment</b>
Medical Laboratory Procedures	1	11	20
Anatomy & Physiology	4	11	30
Dental Assistant I	3	3	12
Medical Terminology *	3	4	30
Veterinary Assistant I*	1	3	20

**TUESDAY/THURSDAY**

**9:00-4:00**

<b>Course</b>	<b>Room #</b>	<b>Enrolled</b>	<b>Maximum Enrollment</b>
Medical Terminology	3		30
Medical Office Administration III	4	20	20
Massage Therapy 2	Massage	2	12
Massage Therapy 4	Massage	2	12
Massage Therapy 7	Massage	3	12
Veterinary Assistant III	1	13	20
Clinical Assistant II*	1	7	20
Medical Office Administration III*	3	3	20

**EXTERNSHIP**

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

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

**DENTAL ASSISTANT PROGRAM**

<b>Course Name</b>	<b>Textbook Title</b>	<b>ISBN</b>
Medical Terminology	<u>Medical Terminology A Short Course</u> , 8 <sup>th</sup> Edition, 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure &amp; Function of the Body</u> , 16 <sup>th</sup> Edition; Patton and Thibodeau; Elsevier 2020 <u>Structure &amp; Function of the Body</u> , 16 <sup>th</sup> Edition, Study Guide; Linda Swisher; Elsevier 2020	9780323598255 9780323597791
Dental Assistant I Dental Assistant II Dental Assistant III	<u>Modern Dental Assisting</u> , 13 <sup>th</sup> Edition, 2021, Bird and Robinson; Elsevier <u>Modern Dental Assisting Student Workbook</u> , 13 <sup>th</sup> Edition, 2021, Bird and Robinson; Elsevier <u>Dental Instruments A Pocket Guide</u> , 7 <sup>th</sup> Edition, 2021, Boyd; Elsevier <u>The Administrative Dental Assistant</u> , 5 <sup>th</sup> Edition, 2021, Gaylor; Elsevier <u>The Administrative Dental Assistant, Student Workbook</u> , 5 <sup>th</sup> Edition, 2021, Gaylor; Elsevier	9780323430302 9780323430319 9780323474054 9780323672429 9780323680554
<b>School Book Price: \$650/Retail Price: \$550</b>		

**MEDICAL ASSISTANT PROGRAM**

<b>Course Name</b>	<b>Textbook Title</b>	<b>ISBN</b>
Medical Terminology	<u>Medical Terminology A Short Course</u> , 8 <sup>th</sup> Edition, 2018, Davi-Ellen Chabner; Elsevier	9780323444927
Anatomy & Physiology	<u>Structure &amp; Function of the Body</u> , 16 <sup>th</sup> Edition; Patton and Thibodeau; Elsevier 2020 <u>Structure &amp; Function of the Body</u> , 16 <sup>th</sup> Edition, Study Guide; Linda Swisher; Elsevier 2020	9780323598255 9780323597791
Medical Administration I, II, and III	<u>Kinn's The Administrative Medical Assistant</u> , 14 <sup>th</sup> edition, Niedzwiecki, Pepper, Weaver; 2021 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant</u> , 14 <sup>th</sup> edition, Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Legal and Ethical Issues for Health Professions</u> , 4 <sup>th</sup> Edition, Nguyen; 2019 Elsevier <u>SimChart for the Medical Office Learning the Medical Office Workflow</u> , Elsevier (Current Year)	9780323613651 9780323608367 780323496414 SimChart (Current Year)
Clinical Assistant I Clinical Assistant II Medical Laboratory Procedures	<u>Clinical Procedures for Medical Assistants</u> , 10 <sup>th</sup> Edition; Bonewit-West; Elsevier, 2018 <u>Study Guide for Clinical Procedures for Medical Assistants</u> , 10 <sup>th</sup> Edition; Bonewit-West; Elsevier, 2018 <u>Calculate with Confidence</u> , 7 <sup>th</sup> Edition, Morris, Elsevier, 2017	9780323377119 9780323531030 9780323396837
<b>School Book Price: \$1000/Retail Price: \$900</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, 16<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure &amp; Function of the Body, 16<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323598255 9780323597791
Medical Administration I, II, and III	<u>Kinn's The Administrative Medical Assistant, 14<sup>th</sup> edition</u> , Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 14<sup>th</sup> edition</u> , Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Legal and Ethical Issues for Health Professions, 4<sup>th</sup> Edition</u> , Nguyen; 2019 Elsevier <u>SimChart for the Medical Office Learning the Medical Office Workflow</u> , Elsevier (Current Year)	9780323613651 9780323608367 780323496414 SimChart (Current Year)
Advanced Medical Coding	<u>Step-By-Step Medical Coding</u> ; Buck, Elsevier (Current Year) and <u>Step-By-Step Workbook</u>	Varies per Year
Medical Administration Externship and Practicum	<u>The Next Step Advanced Medical Coding and Auditing</u> , (Current Year); Buck, Elsevier	Varies per Year
<b>School Book Price: \$1000/Retail Price: \$900</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, 16<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure &amp; Function of the Body, 16<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323598255 9780323597791
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>School Book Price: \$750/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, 16<sup>th</sup> Edition</u> ; Patton and Thibodeau; Elsevier 2020 <u>Structure &amp; Function of the Body, 16<sup>th</sup> Edition, Study Guide</u> ; Linda Swisher; Elsevier 2020	9780323598255 9780323597791
Veterinary Assistant I Veterinary Assistant II	<u>Elsevier's Veterinary Assisting Textbook, 3<sup>rd</sup> Edition</u> , Margi Sirois, 2021, Elsevier <u>Elsevier's Veterinary Assisting Textbook, 3<sup>rd</sup> Edition, Workbook</u> , Margi Sirois, 2021, Elsevier	9780323681452 9780323681636
Veterinary Assistant III	<u>Large Animal Clinical Procedures for Veterinary Technicians, Third Edition</u> , Kristin Holtgrew-Bohling, 2020; Elsevier	9780323569040
<b>School Book Price: \$625/Retail Price: \$525</b>		

Medical Career and Technical College has extended its book list to 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.