

TERM 2 2021 SCHEDULE
February 15 – March 26, 2021
RICHMOND CAMPUS

MONDAY/WEDNESDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Anatomy & Physiology	Downstairs	17	20
Medical Office Administration I	3	20	20
Clinical Assistant I	1	16	20
Dental Assistant II	3	9	12
Massage Therapy III	Massage	2	12

TUESDAY/THURSDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Medical Terminology	3		24
Massage Therapy 1	Massage	3	12
Massage Therapy 7	Massage	2	12
Veterinary Assistant I	Downstairs	8	20

DANVILLE CAMPUS

MONDAY/WEDNESDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Medical Terminology			20
Veterinary Assistant II			20

TUESDAY/THURSDAY

9:00-4:00

Course	Room #	Enrolled	Maximum Enrollment
Medical Laboratory Procedures		4	20
Medical Office Administration I		5	20

MEDICAL CAREER & TECHNICAL COLLEGE
Textbook List per Program (January 2021)

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	9780323598255 9780323597791
Dental Assistant I Dental Assistant II Dental Assistant III	<u>Modern Dental Assisting, 13th Edition</u> , 2021, Bird and Robinson; Elsevier <u>Modern Dental Assisting Student Workbook, 13th Edition</u> , 2021, Bird and Robinson; Elsevier <u>Dental Instruments A Pocket Guide, 7th Edition</u> , 2021, Boyd; Elsevier <u>The Administrative Dental Assistant, 5th Edition</u> , 2021, Gaylor; Elsevier <u>The Administrative Dental Assistant, Student Workbook, 5th Edition</u> , 2021, Gaylor; Elsevier	9780323430302 9780323430319 9780323474054 9780323672429 9780323680554
School Book Price: \$650/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	9780323598255 9780323597791
Medical Administration I, II, and III	<u>Kinn's The Administrative Medical Assistant, 14th edition</u> , Niedzwiecki, Pepper, Weaver; 2021 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 14th edition</u> , Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Legal and Ethical Issues for Health Professions, 4th 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)
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 <u>Calculate with Confidence, 7th Edition</u> , Morris, Elsevier, 2017	9780323377119 9780323531030 9780323396837
School Book Price: \$1000/Retail Price: \$900		

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	9780323598255 9780323597791
Medical Administration I, II, and III	<u>Kinn's The Administrative Medical Assistant, 14th edition</u> , Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Study Guide for Kinn's The Administrative Medical Assistant, 14th edition</u> , Niedzwiecki, Pepper, Weaver; 2020 Elsevier <u>Legal and Ethical Issues for Health Professions, 4th 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
School Book Price: \$1000/Retail Price: \$900		

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	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, 6th Edition</u> , Benjamin, 2016; Pearson <u>Massage Therapy, Principles and Practice, Sixth Edition</u> ; Salvo, 2020; Elsevier (Enrolled beginning January 2021 to replace the Tappan's) <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</u> , Current Edition	9781635302851
School Book Price: \$750/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	9780323598255 9780323597791
Veterinary Assistant I Veterinary Assistant II	<u>Elsevier's Veterinary Assisting Textbook, 3rd Edition</u> , Margi Sirois, 2021, Elsevier <u>Elsevier's Veterinary Assisting Textbook, 3rd Edition, Workbook</u> , Margi Sirois, 2021, Elsevier	9780323681452 9780323681636
Veterinary Assistant III	<u>Large Animal Clinical Procedures for Veterinary Technicians, Fourth Edition</u> , Kristin Holtgrew-Bohling, 2020; Elsevier	9780323569040
School Book Price: \$625/Retail Price: \$525		

Medical Career and Technical College has extended its book list to Campus Bookstore, located across the parking lot from the Richmond campus. 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.