



MEDICAL ADMINISTRATIVE SPECIALIST PROGRAM
Annie Gilmore, Instructor

SUPPLY & BOOKLIST FOR 2018-2019

Supplies List:

- Portfolio binder, sheet protectors & divider tabs
- USB drive (8 GB or larger)
(USB drive is needed on 1st Day of class)
- Ear buds
- Pens/pencils
- Sticky notes
- Highlighters
- Notebook paper/folders
- Notecards

Student must make sure that they **are not purchasing an Instructor’s Edition textbook for any of the books on this booklist. Students are NOT allowed to have textbooks with answers and any other resources that are for the instructor’s use.

PROGRAM NUMBER (B070300)
Information Technology Assistant, OTA0040. (OCP A). 150 Hours
<ul style="list-style-type: none">▪ Textbook: <i>Microsoft Office 365 Office 2016 Introductory (Shelly Cashman Series)</i>. ISBN 13: 978-1-305-87001-7. CENGAGE Learning. *This textbook is needed for the FIRST day of class.▪ Textbook: <i>The Office Procedures and Technology, 5th Edition</i>. ISBN 13: 978-0-538-44354-8. South-Western CENGAGE Learning. Authors: M. Oliverio, W. Pasewark & B. White
Front Desk Specialist, OTA0041. (OCP B). 300 Hours
<p>*Student should check with instructor before purchasing these textbooks.</p> <ul style="list-style-type: none">▪ Textbook: <i>Microsoft Office 365 Office 2016 Intermediate (Shelly Cashman Series)</i>. ISBN 13: 978-1-305-87038-3. CENGAGE Learning▪ Textbook: <i>Machine Transcription & Dictation 6E (with CD ROM)</i> ISBN 13: 978-1-111-42544-9. South-Western CENGAGE Learning Author: Misty Ballentine. *THIS IS A WORKBOOK AND SHOULD BE PURCHASED NEW!



MEDICAL ADMINISTRATIVE SPECIALIST PROGRAM
Annie Gilmore, Instructor

**Medical Office Technologists, OTA0631.
(OCP C). 300 Hours**

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SEE INSTRUCTOR BEFORE PURCHASING. THERE MAY BE A CLASSROOM COPY THAT YOU CAN BORROW.

- Textbook: *Adobe Acrobat XI Classroom in a Book.*
ISBN 13: 978-0-321-88679-8. Adobe Press

SEE INSTRUCTOR BEFORE PURCHASING TO MAKE SURE YOU ARE BUYING THE CODE FOR THE ONLINE COURSE-NOT THE PAPERBACK BOOK.

- Online Course: **MindTap Medical Terminology, 2 terms (12 months) Instant Access for Davies' Illustrated Guide to Medical Terminology, 2nd Edition. (MINDTAP version).**

USE THIS ISBN IF PURCHASING FROM THE CENGAGE WEBSITE:

ISBN13: 978-1-305-40641-4. Cengage Learning
Author: Juanita J. Davies

USE THIS ISBN IF PURCHASING FROM TEXBOOK BROKERS:

ISBN13:978-1-305-40642-1

- Textbook: *Medical Transcription Projects.*
ISBN 13: 978-1-133-13289-9. CENGAGE Learning
Author: Diane M. Gilmore

***THIS IS A WORKBOOK AND MUST BE PURCHASED NEW!**

Medical Administrative Specialist, OTA0651. (OCP D). 300 Hours

*Student should check with instructor before purchasing this textbook.

- Textbook: *Job Training Manual MEDICAL OFFICE PRACTICE, Eighth Edition*
ISBN 13: 978-1-4354-8143-5 DELMAR CENGAGE Learning.
Authors: Diane R. Timme and Phillip S. Atkinson

***THIS IS A WORKBOOK SIMULATION PACKET AND MUST BE PURCHASED NEW!**

Estimated Total Cost of Books \$500-\$700
Estimated Total Cost of Supplies \$50