



SUPPLY & BOOKLIST FOR 2020-2021

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.

Want to compare online bookstore prices? Go to www.TextSurf.com; key in the textbook ISBN to compare textbook vendor prices.

PROGRAM NUMBER (B070300)

Information Technology Assistant, OTA0040. (OCP A). 150 Hours

- Textbook: ***Microsoft Office 365 Office 2019 Introductory (Shelly Cashman Series)***.
ISBN 13: 978-0-357-02643-4. Publisher: CENGAGE. Print Year: 2019.
*YOU NEED THIS BOOK ON THE FIRST DAY OF CLASS.
*Students may choose to RENT this book as a cheaper option than purchasing it. Most full-time students will finish this book in less than 9 week.
- Textbook: ***The Office Procedures and Technology, 7th Edition***.
ISBN 13: 978-1-337-28136-2. Publisher: CENGAGE. Print Year: 2019.
Authors: M. Oliverio, W. Pasewark & B. White
*RENTING this book is not a practical option since it will be used in more than one course within your program.

Front Desk Specialist, OTA0041. (OCP B). 300 Hours

- *Student should check with instructor before purchasing these textbooks.
- Textbook: ***Microsoft Office 365 Office 2019 Intermediate (Shelly Cashman Series)***.
ISBN 13: 978-0-357-35996-9. CENGAGE
*Students may choose to RENT this book as a cheaper option that purchasing it. Most full-time students will finish this book in less than 9 week.
- Textbook: ***Machine Transcription & Dictation 6E***
ISBN 13: 978-1-111-42544-9. South-Western CENGAGE Learning
Author: Misty Ballentine. THIS IS A WORKBOOK AND SHOULD BE PURCHASED NEW!



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

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Adobe Acrobat DC Classroom in a Book Classroom in a Book Adobe (3 Edition)**

ISBN 13: 978-0-135-49564-3. Authors: Fridsma, Lisa, Gyncild, Brie

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 -OR ANY OTHER ONLINE TEXTBOOK SUPPLIER:

ISBN13:978-1-305-40642-1

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 with Flash Drive**

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.**

Students, PLEASE check to make sure that you purchased the complete packet; It must have the FLASH DRIVE(Access Card) and other SUPPLEMENTS along with the TRAINING MANUAL!

Estimated Total Cost of Books \$500-\$800

Estimated Total Cost of Supplies \$50