



Davis Applied Technology College

A UCAT Campus
 550 E 300 S, Kaysville 84037
 Phone: 593-2500



2012 Medical Assistant

Catalog Year: 2012

The Program Materials listed below show general resources that you will need to purchase for this program. It is recommended that you wait to purchase these materials until you have received a Program Orientation (this document explains when you need the materials). You should also wait until you begin each course to purchase Course Materials. DATC instructors update curriculum throughout the year and materials and pricing may change without notice. Some textbooks, materials and supplies may be used for multiple courses and are required unless otherwise noted.

Program Materials	Optional	New	Used
Material: Clothing: Scrubs		\$40.00	
Material: Shoes: White Closed Toe		\$20.00	
Course Materials	Optional	New	Used
<i>MEDA 1400: Anatomy and Physiology for the Medical Professional</i>			
Bundle: Cohen, Barbara. Memmler's The Human Body in Health and Disease Textbook and Study Guide. 12th ed. Lippincott Williams & Wilkins, 2012 ISBN: 1-4698-0163-9		\$82.55	\$59.45
Curriculum: MEDA 1400 Anatomy and Physiology for the Medical Professional		\$0.60	
<i>BTEC 1510: Business English</i>			
Curriculum: BTEC 1510 Business English		\$0.65	
Textbook: Sabin, William A. The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting. Tribute ed. Career Education, 2010 ISBN: 0-0733-9710-5	X	\$83.70	\$60.30
Workbook: Guffy, Mary Ellen. Business English. 10th ed. South-Western College, 2010. ISBN: 0-3247-8974-2		\$167.35	\$120.50
Material: Paper		\$2.99	
Material: Pen		\$1.99	
Material: USB Drive		\$9.99	
<i>BTEC 1110: Computer Literacy</i>			
Curriculum: BTEC 1110 Computer Literacy		\$1.10	
Textbook: Fehl, Alec, Judy Mardar, Sandra Rittman, Russel Stolins, and Pamela R. Toliver. Microsoft Office 2010: Essentials with 180-day Software Trial and eLab License Key. Labyrinth Learning, 2011. ISBN: 1-5913-6390-X		\$115.55	\$83.20
Material: Headphones		\$3.99	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>MEDO 2015: Electronic Health Records</i>			
Curriculum: MEDO 2015 Electronic Health Records		\$0.55	
Textbook: Gartee, Richard. Electronic Health Records and MyHealth ProfessionsKit Access Card Package. 2nd ed. Prentice Hall, 2011 ISBN: 0-1326-1927-X		\$102.95	\$74.15
<i>BTEC 1015: Financial Operations for Health Care</i>			
Bundle: Kaliski, Burton S., Robert Schultheis, and Daniel Passalacqua. Keeping Financial Records for Business. 10th ed. South-Western Educational Publishing, 2005 ISBN: 0-5384-4153-4		\$94.70	\$68.20

Curriculum: BTEC 1015 Financial Operations for Health Care		\$0.70	
Textbook: Pasewark, William R. Calculators, Printing and Display. 5th ed. Thomson/South-Western Educational Publishing, 2011. ISBN: 0-8400-6535-3		\$45.70	\$32.90
Material: Calculator		\$4.00	
Material: Paper: Accounting Pad (four column with memo space)		\$5.79	
Material: Pencil		\$0.20	
<i>WWSK 1500B: Job Seeking Skills - Blended</i>			
Curriculum: WWSK 1500B Job Seeking Skills - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50
<i>MEDA 2100: Medical Assistant Clinical Procedures I</i>			
Curriculum: MEDA 2100 Medical Assistant Clinical Procedures I		\$0.70	
Textbook: Lindh, Wilburta Q., Marilyn S. Pooler, Carol D. Tamparo, and Barbara M. Dahl. Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-1914-6		\$113.00	\$81.40
Workbook: Lindh, Wilburta Q., Marilyn S. Pooler, Carol D. Tamparo, and Barbara M. Dahl. Workbook for Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-1915-4		\$78.35	\$56.45
<i>MEDA 2110: Medical Assistant Clinical Procedures II</i>			
Curriculum: MEDA 2110 Medical Assistant Clinical Procedures II		\$0.95	
Textbook: American Heart Association. Basic Life Support for Health Care Providers. Pap/Crds ed. American Heart Association, 2011 ISBN: 1-6166-9039-9		\$17.00	\$12.25
Textbook: American Heart Association. HeartSaver First Aid Student Workbook. 1st ed. American Heart Association, 2011. ISBN: 1-6166-9018-6		\$13.00	\$9.40
Textbook: Lindh, Wilburta Q., Marilyn S. Pooler, Carol D. Tamparo, and Barbara M. Dahl. Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-1914-6		\$113.00	\$81.40
Workbook: Lindh, Wilburta Q., Marilyn S. Pooler, Carol D. Tamparo, and Barbara M. Dahl. Workbook for Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-1915-4		\$78.35	\$56.45
<i>MEDA 2120: Medical Assistant Clinical Procedures III</i>			
Curriculum: MEDA 2120 Medical Assistant Clinical Procedures III		\$1.50	
Textbook: Lindh, Wilburta, Pooler, Carol D. Tamparo & Barbara M. Dahl. Delmar's Comprehensive Medical Assisting Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009. ISBN: 1-4354-1914-6		\$113.00	\$81.40
Workbook: Lindh, Wilburta, Pooler, Tamparo & Dahl. Workbook for Delmar's Comprehensive Medical Assisting Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009. ISBN: 1-4354-1915-4		\$78.35	\$56.45
<i>MEDA 2300: Medical Assistant Externship I</i>			
Other: No Material Required		\$0.00	
<i>MEDA 2310: Medical Assistant Externship II</i>			
Other: No Material Required		\$0.00	
<i>MEDA 2320: Medical Assistant Externship III</i>			
Other: No Material Required		\$0.00	
<i>MEDA 1200: Medical Law and Ethics</i>			
Curriculum: MEDA 1200 Medical Law and Ethics		\$1.80	

Textbook: Judson, Karen, Carlene Harrison and Sharon Hicks. Law and Ethics for Medical Careers. 5th ed. Career Education, 2009. ISBN: 0-0734-0206-0		\$103.70	\$74.70
<i>MEDO 2001: Medical Office Administrative Procedures I</i>			
Other: No Information Available			
<i>MEDO 2003: Medical Office Administrative Procedures III</i>			
Curriculum: MEDO 2003 Medical Office Administrative Procedures III		\$2.40	
Textbook: Green, Michelle and JoAnn Rowell. Understanding Health Insurance: A Guide to Billing and Reimbursement. 10th ed. Delmar Cengage Learning, 2010. ISBN: 1-1110-3518-0		\$88.75	\$63.90
Workbook: Green, Michelle A. and Jo Ann C. Rowell: Understanding Health Insurance: A Guide to Billing and Reimbursement. 10th ed. Delmar Cengage Learning. ISBN: 1-1110-3520-2		\$46.35	\$33.40
<i>MEDA 1100: Medical Terminology</i>			
Curriculum: MEDA 1100 Medical Terminology		\$0.50	
Textbook: Dennerll, Jean Tannis and Phyllis E. Davis. Medical Terminology: A Programmed Systems Approach. 10th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-3889-2		\$124.70	\$89.80
<i>MEDA 2210: Medication Administration and Dosage</i>			
Curriculum: MEDA 2210 Medication Administration and Dosage		\$1.35	
Textbook: Rice, Jane. Principles of Pharmacology for Medical Assisting, 5th ed. Delmar Cengage Learning, 2010 ISBN: 1-1111-3182-1		\$139.10	\$100.15
Workbook: Lindh, Wilburta Q., Marilyn S. Pooler, Carol D. Tamparo, and Barbara M. Dahl. Workbook for Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-4354-1915-4		\$78.35	\$56.45
<i>MEDA 2200: Pharmacology for the Medical Assistant</i>			
Curriculum: MEDA 2200 Pharmacology for the Medical Assistant		\$1.35	
Textbook: Rice, Jane. Principles of Pharmacology for Medical Assisting, 5th ed. Delmar Cengage Learning, 2010 ISBN: 1-1111-3182-1		\$139.10	\$100.15
<i>MEDA 1300: Psychology for Healthcare Professionals</i>			
Curriculum: MEDA 1300 Psychology for Healthcare Professionals		\$4.20	
Textbook: Adams, Cynthia H. and Peter Jones. Therapeutic Communication for Health Professionals. 3rd ed. McGraw Hill, 2010 ISBN: 0-0734-0208-7		\$97.35	\$70.10
<i>WWSK 1400B: Workplace Relations - Blended</i>			
Curriculum: WWSK 1400B Workplace Relations - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50