



# Davis Applied Technology College

A UCAT Campus  
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## 2012 Medical Office

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: Headphones		\$3.99	
Material: USB Drive		\$9.99	
Course Materials	Optional	New	Used
<i>MEDO 2151: Advanced Coding Simulations I</i>			
Other: No Information Available			
<i>MEDO 2115: Advanced Medical Coding Applications I</i>			
Other: 2012 ICD-9-CM, Volumes 1, 2 and 3 Professional Edition, 2012 HCPCS Level II Professional Edition and 2012 CPT Professional Edition 2012 (Ordered online)		\$179.95	
Textbook: Buck, Carol. CPC Coding Exam Review 2012: The Certification Step.1e ed. Saunders, 2011 ISBN: 1-4557-0659-0		\$80.95	\$58.30
<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 1520: Business Correspondence</i>			
Curriculum: BTEC 1520 Business Correspondence		\$0.60	
Textbook: Cram, Carol M. New Perspectives: Portfolio Projects for Business Communications. Cengage, 2009 ISBN: 1-4390-3746-9		\$83.35	\$60.05
Textbook: Norstrom, Barbara and Mary Vines Cole. Proofreading at the Computer. 2nd ed. South-Western Educational, 2005 ISBN: 0-5387-2856-6		\$39.00	\$28.10
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		\$83.70	\$60.30
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<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 1550: Business Leadership</i>			
Curriculum: BTEC 1550 Business Leadership		\$0.45	
Textbook: Lussier, Robert and Christopher Achua. Leadership: Theory, Application, & Skill Development. South-Western College Pub, 2010. ISBN: 0-3245-9655-3		\$193.35	\$139.25
Material: USB Backup Media (2 GB Minimum)		\$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 1525: CPR for Health Professionals</i>			
Other: No Information Available			
<i>BTEC 1152: Database Applications I (MS Access 2010)</i>			
Curriculum: BTEC 1152 Database Applications I (MS Access 2010)		\$0.60	
Textbook: Microsoft Official Academic Course. Microsoft Access 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-885. Wiley Publishing, 2011. ISBN: 1-1181-9755-0		\$181.00	\$130.35
Material: USB Drive		\$9.99	
<i>MEDO 2103: Diagnostic and Procedural Coding II</i>			
Other: 2012 ICD-10-CM, Complete Draft Code Set, AAPC, 2012		\$79.95	
Other: 2012 ICD-9-CM, Volumes 1, 2 and 3 Professional Edition, 2012 HCPCS Level II Professional Edition and 2012 CPT Professional Edition 2012 (Ordered online)		\$179.95	
Curriculum: MEDO 2103 Diagnostic and Procedural Coding II		\$4.75	
Textbook: Buck, Carol J. The Next Step, Advanced Medical Coding 2012 Edition. Saunders, 2011 ISBN: 1-4557-0646-9		\$84.95	\$61.20
Workbook: Buck, Carol J. Workbook for The Next Step, Advanced Medical Coding 2012 Edition ISBN: 1-4557-0767-8		\$35.95	\$25.90
<i>MEDO 2105: Diagnostic Coding I</i>			
Other: 2012 ICD-10-CM, Complete Draft Code Set, AAPC, 2012		\$79.95	
Other: 2012 ICD-9-CM, Volumes 1, 2 and 3 Professional Edition, 2012 HCPCS Level II Professional Edition and 2012 CPT Professional Edition 2012 (Ordered online)		\$179.95	
Membership Dues: AAPC Membership Fee		\$70.00	
Licensing/Certification: AAPC National Test Fee		\$300.00	
Curriculum: MEDO 2105 Diagnostic Coding I		\$2.40	
Textbook: Buck, Carol J. Step-by-Step Medical Coding 2012 Edition. Saunders, 2011 ISBN: 1-4557-0622-1			
Workbook: Buck, Carol J. Workbook for Step-by-Step Medical Coding 2012 Edition. Saunders, 2011 ISBN: 1-4557-0730-9			
<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 1162: Electronic Presentations (MS PowerPoint)</i>			

Bundle: Microsoft Official Academic Course. Microsoft Office Powerpoint 2010. Wiley Publishing, 2011. ISBN: 1-1181-9752-6		\$181.00	\$130.35
Curriculum: BTEC 1162 Electronic Presentations I (MS PowerPoint 2010)		\$0.65	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1182: Email Application (MS Outlook 2010)</i>			
Curriculum: BTEC 1182 E-mail Applications (MS Outlook 2010)		\$0.75	
Textbook: Microsoft Official Academic Course. Microsoft Outlook 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-884. Wiley Publishing, 2011. ISBN: 1-1181-9754-2		\$185.00	\$133.20
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<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>MEDO 2500: Health Information Management</i>			
Other: No Information Available			
<i>MEDO 2150: ICD-10-CM Coding</i>			
Curriculum: MEDO 2150 ICD-10-CM Coding		\$1.25	
Textbook: Bowie, Mary Jo and Schaffer, Regina. Understanding ICD-10-CM and ICD-10-PCS: A Worktext. Delmar Cengage Learning, 2010 ISBN: 1-4354-8158-5			
<i>MEDA 1005: Introduction to Medical Terminology</i>			
Curriculum: MEDA 1005 Introduction to Medical Terminology		\$0.30	
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>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>BTEC 1005: Keyboarding I</i>			
Curriculum: BTEC 1005 Keyboarding I		\$0.25	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>BTEC 1006: Keyboarding II</i>			
Curriculum: BTEC 1006 Keyboarding II		\$0.25	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>MATH 1000: Math I</i>			
Curriculum: MATH 1000 Math I		\$0.35	
Textbook: Software: ALEKS Validation Code (6 weeks)		\$39.99	\$28.80

Material: Paper		\$2.99	
Material: Pencil		\$0.20	
<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 2002: Medical Office Administrative Procedures II</i>			
Curriculum: MEDO 2002 Medical Office Administrative Procedures II		\$1.00	
Textbook: Lindh, Wilburta, Marilyn Pooler, Carol Tamparo and Barbara Dahl. Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. School Edition - Medical Office Administrative Procedures. 4th ed. Delmar Cengage Learning, 2009 ISBN: 1-1117-4051-8		\$186.70	\$134.45
<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>MEDO 2102: Procedural Coding I</i>			
Other: 2012 ICD-10-CM, Complete Draft Code Set, AAPC, 2012		\$79.95	
Other: 2012 ICD-9-CM, Volumes 1, 2 and 3 Professional Edition, 2012 HCPCS Level II Professional Edition and 2012 CPT Professional Edition 2012 (Ordered online)		\$179.95	
Curriculum: MEDO 2102 Procedural Coding I		\$4.55	
Textbook: Buck, Carol J. Step-by-Step Medical Coding 2012 Edition. Saunders, 2011 ISBN: 1-4557-0622-1			
Workbook: Buck, Carol J. Workbook for Step-by-Step Medical Coding 2012 Edition. Saunders, 2011 ISBN: 1-4557-0730-9			
<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>BTEC 1141: Spreadsheet Applications I (MS Excel 2007)</i>			
Curriculum: BTEC 1141 Spreadsheet Applications I (MS Excel)		\$0.70	
Textbook: Microsoft Official Academic Course, Microsoft Office Excel 2007, Exam 77-602 with WileyPLUS Premium and Certiprep, 1st ed. Wiley Publishing, 2007. ISBN: 0-4704-6355-0		\$173.00	\$124.60
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 2142: Spreadsheet Applications II (MS Excel 2010)</i>			
Curriculum: BTEC 2142 Spreadsheet Applications II (MS Excel 2010)		\$0.45	
Textbook: Microsoft Official Academic Course. Microsoft Office Excel 2010 Exam 77-882. Wiley Publishing, 2010 w/MOS PrcTstRC MOExmRdmpCodRC Se		\$181.00	\$130.35

Material: USB Drive		\$9.99	
<i>BTEC 1132: Word Processing Applications I (MS Word 2010)</i>			
Curriculum: BTEC 1132 Word Processing Applications I (MS Word 2010)		\$0.55	
Textbook: Microsoft Official Academic Course. Microsoft Word 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-881. Wiley Publishing, 2011. ISBN: 1-1181-9751-8		\$185.00	\$133.20
Material: USB Drive		\$9.99	
<i>BTEC 2132: Word Processing Applications II (MS Word 2010)</i>			
Other: No Information Available			
<i>WKSK 1400B: Workplace Relations - Blended</i>			
Curriculum: WKSK 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