

**TEXT BOOK LIST  
MOA w/GED**

<b>Course</b>	<b>Textbook</b>	<b>ISBN</b>	<b>Publisher</b>	<b>Prices</b>
Keyboarding	Keyboarding & Word Processing	978-0-538-72800-3	DEL	\$93.95
GED	Complete GED Comprehension	978-1-4190-5399-3	STECK	\$18.00
Intro to computers	Computer Concepts 7th Edition	978-1-4239-9932-4	DEL	\$40.95
Anatomy & Physiology	The Anatomy & Physiology Learning system 4th Ed.	978-1-4377-0395-5	SAU	\$71.91
Medical Terminology	Medical Term. A Short Course 5th Edition	978-1-4160-5518-1	SAU	\$38.95
Medical Law & Ethics	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	\$100.00
Intro to Medical Billing	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Prof. Office Procedures	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Medical Lab Tech (URO)	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
COP (Exam)	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Medical Lab Tech (Hem)	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Medical Office Adm.	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Patient Safety	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Phlebotomy	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
COP (Test-Pharmacy)	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
EKG	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Medical Office Assistant	Comprehensive Medical Assisting 4th Ed.	978-1-4354-34806	DEL	—
Medical Billing (computer)	E-Medsys	978-1-1333-9904-9	Del	—
Intro/Advanced Word	Learning Microsoft Office Word 2003	13189-3246	DEL	\$55.50
Intro/Adv. to Trans/WP	Hillcrest Med. Center – Trans	9781-4354-4115-6	DEL	\$131.95
Using the Internet	The Internet	978-0-538-75098-1	DDC	\$72.95
Excel	Learning Microsoft Excel 2003	0-13109047x	DDC	\$54.25
Medical Billing (Computer)	Computerized Medical Office	978-1-401-83038-0	CEN	\$116.95
Business Writing	Business Writing	978-1-12-118396-4	DEL	\$84.95
Business English	Grammar and Writing for the Health Professional	978-1-4018-7374-5	DEL	\$85.95
Business Math	Basic College Mathematics	978-1-4390-4803-0	DEL	\$185.95
Career Development	How To Get A Job in Health Care	978-0-7668-4193-2	DEL	\$68.95
Oral Communications	Speaking Skills for Business Career	0256-12630-5	MGH	\$42.50
Coding CPT/ICD	321 Code It	978-1-435-47394-2	DEL	\$143.95
Effective Pat. Relations	Therapeutic Communication for Health Professionals	978-0-07-340208-6	MGH	\$65.75