	A	B	C	D	E	F
1	Medical Administration AAST					
2	Course	Books	Materials/Supplies	Quarter Total		Notes to Students
3	Quarter One					It is recommended that paperback books be obtained and maintained throughout the program. Be prepared to highlight and make notes in the books. Workbooks must be NEW and will be used. Students are not to share and copy workbook pages for homework submission. In most classes newest editions of books will be used.
4	HT 100 Fundamentals of Medical Terminology	100		100		
5	HT 121 Essentials of Anatomy & Physiology	200		200		
6	HT 103 Diseases of Human Body	70		70		
7						
8	Totals	370	0	370		
9						
10	Quarter Two					
11	HT 120 Introduction to Medical Insurance Billing	160		160		
12	HT 122 Medical Office Procedures	300		300		Computers in the Medical Office (most recent edition) Textbook must include additional online Connect access code. It is strongly recommended this book be purchased through the BTC bookstore.
13	CAP 101 Introduction to Computer Applications	180		180		
14						
15	Totals	640	0	640		
16						
17	Quarter Three					
18	HT 131 Introduction to Medical Coding	150		150		
19	HT 132 Medical Records Management	100		100		
20	HT 135 Pharmacology for the Medical Office	50		50		
21						
22	Totals	300	0	300		
23						
24	Quarter Four					
25	Engl& 101 English Composition I	50		50		
26	HT 225 Nutrition & Health for Healthcare Professionals	150	25	175		Will also require three section notebook or journal and three-ring binder.
27	PSYC& 100 General Psychology	0				
28						
29	Totals	200		225		
30						
31	Quarter Five					
32	MATH& 107 Math in Society	30		30		

	A	B	C	D	E	F
33	HT 230 Medical Diagnostic Coding ICD	400	25	425		The three coding manuals must be spiral bound, professional edition, and current year. It is strongly recommended that these books be purchased from BTC bookstore. Students will also need labeling tabs and fine tip sharpy.
34	HT 240 Medical Procedure Coding CPT & HCPCS	250		250		A textbook and workbook are also required for this quarter, they will also be used during Spring quarter.
35						
36	Totals	680		705		
37						
38	Quarter Six					
39	HT 265 Medical Billing & Coding Practicum	150		150		Online access card should only be purchased directly from BTC bookstore.
40	HT 275 Medical Ethics & Law	100		100		
41	CMST& 210 or SOC& 101 Interpersonal Communication or Introduction to Sociology	70		70		Book estimate depends on the course $30-70.
42						
43	Totals	320	0	320		
44						
45	Grand Total	2,510		2,560		Please note prices are only estimates, publishers may change cost at any time.
46						
47	Optional but Recommended: AAPC Membership	180		180		Upon completion of AAST Degree students are prepared to take the National AAPC CPC Coding Exam. Students must have a membership in order to take the exam. The AAPC exam is not a requirement of the program and is optional.
48	AAPC CPC National Coding Certification Exam	500		500		Exam can purchased separately, or in a bundle that includes study guides and practice exams.
49	AAPC National Exam Study Materials	300		300		
50	AAPC Totals	980				
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