

	A	B	C	D	E
1	Medical Administration AAS				
2	Course	Book Cost Estimate	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				0	
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	BUS 191 Technical Communications	150		150	
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	300	25	325	
30					
31	Quarter Five				
32	AMATH 111 Applied Technical Math	20		20	

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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 sharpie.
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	670	25	695	
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	Required Elective	70		70	
42					
43	Totals	320	0	320	
44					
45	Grand Total	2,600		2,650	Please note, prices are only estimates, publishers may change cost at any time.
46					
47	Optional but Recommended: AAPC Membership	180			Upon completion of AAS 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			Exam can purchased separately, or in a bundle that includes study guides and practice exams.
49	AAPC National Exam Study Materials	300			
50	AAPC Totals	980			