

	A	B	C	D
1	Medical Office Support Certificate			
2	Course	Book Cost Estimate	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	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		
14				
15	Totals	640	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	300	
23				
24	Grand Total	1,310	1310	
25				
26	Please note prices are only estimates, publishers may change cost at any time.			