Mahoning County Career and Technical Center
MCCTC Adult Career Center

CLOCK HOUR PROGRAM

Medical Office Specialist

2026-2027

BOOKS & COURSE MATERIALS

Book / Course Material	MCCTC Pricing	Publisher	ISBN
Quick and Easy Medical Terminology 10E	$ 70.00	Elsevier	9780323883955
Medical Office Administration 5E, Brenda A. Potter	$ 90.00	Elsevier	9780323763837
HIPPA Online Access Code 6E	$ 35.00	Elsevier	9780443107788
Merriam-Webster's Medical Dictionary, Newest Edition	$ 10.00	Merriam Webster (Amazon)	9780877792949
Structure & Function of the Body Textbook 17E	$ 60.00	Elsevier	9780323871730
Structure & Function of the Body Workbook 17E	$ 40.00	Elsevier	9780323871792
Book Bundle:	$ 420.00	Elsevier	TBD
2025 CPT			
2025 HCPCS Lev 11 Prof			
2025 ICD-10-CM for Physicians			
2025 Step-by-Step Medical Coding Text & Workbook			
Health Insurance Today Text & Workbook 7E	$ 120.00	Elsevier	9780323811279
Essentials of Human Disease & Conditions Textbook 8E	$ 90.00	Elsevier	9780443114526
Essentials of Human Disease & Conditions Workbook 8E	$ 40.00	Elsevier	9780443120794
The Simulated Administrative Medical Office 2E	$ 45.00	Elsevier	9780323829519
SimChart for the Medical Office 2025 Edition	$ 80.00	Elsevier	9780443348839
Electronic Health Record for Physicians Office 4E	$ 55.00	Elsevier	9780323878449
Teach Yourself VISUALLY Word	$ 25.00	Guy Hart Davis(Amazon)	9781119724483
Microsoft Excel 2019 Step by Step 1E	$ 20.00	Microsoft Press(Amazon)	9781509307678
Legal and Ethical Issues for Health Professionals 5E	$ 70.00	Elsevier	9780323827508
Denials, Appeals & Adjustments: A Step b Step Guide to Handling Denied Medical Claims	$ 35.00	CreateSpace Independent Publishing Platform	9781466407299
Total	**$ 1,305.00**		

SUPPLIES & EQUIPMENT

Supplies/Equipment	MCCTC Pricing
n/a	$ -
Total	**$ -**

$ 1,305.00	Total Books, Course Materials, Supplies & Equip

**Subject to Change*