



Class Schedules & Book List

Health Administration

<u>Start</u>		
<u>Dates:</u>	May 17, 2021	August 26, 2021
	June 2, 2021	September 21, 2021
	June 17, 2021	October 13, 2021
	July 6, 2021	November 3, 2021
	July 21, 2021	November 29, 2021
	August 5, 2021	
<u>Books:</u>	Understanding Psychology History Of Public Health revised expanded edition Managing Health Services Organizations and Systems Healthcare USA Understanding its Organization and Delivery Essentials of Healthcare Marketing From Management to Leadership Human Resources in Healthcare Managing for Success Legal Aspects of Healthcare Administration Medical Terminology: A Short Course Computers Made Easy	

Medical Assisting

<u>Start</u>		
<u>Dates:</u>	June 15, 2021	July 28, 2021
	June 22, 2021	August 4, 2021
	June 29, 2021	August 11, 2021
	July 7, 2021	August 18, 2021
	July 14, 2021	August 25, 2021
	July 21, 2021	September 1, 2021
<u>Books:</u>	Kinn's The Medical Assistant Textbook Kinn's The Medical Assistant Workbook Medical Terminology for Healthcare Professionals	



Medical Billing & Coding

<u>Start</u>		
<u>Dates:</u>	June 15, 2021	July 28, 2021
	June 22, 2021	August 4, 2021
	June 29, 2021	August 11, 2021
	July 7, 2021	August 18, 2021
	July 14, 2021	August 25, 2021
	July 21, 2021	September 1, 2021
<u>Books:</u>	Computerized Medical Office Procedures Insurance handbook for Medical Office Textbook Insurance handbook for Medical Office Workbook Medical Terminology for Healthcare Professionals	

Pharmacy Technician

<u>Start</u>		
<u>Dates:</u>	06/08/21	09/17/21
	06/15/21	10/08/21
	06/29/21	10/25/11
	07/21/21	11/01/01
	08/18/21	11/08/21
	09/01/21	
<u>Books:</u>	Pharmacy Technicians Principles and Practice Text Pharmacy Technicians Principles and Practice Wkb Math Calculations for Pharmacy Technicians Text Pharmacy Management Software for PT Pharmacy Technicians Examination Review	

Surgical Technology

<u>Books:</u>	Medical Terminology, A Short Course Surgical Technology for the Surgical Technologist Surgical Technology for the Surgical Technologist, Study Guide Human Diseases Human Diseases Accompanying Workbook Essentials of Anatomy and Physiology Essentials of Anatomy and Physiology Student Workbook Insurance handbook for Medical Office Textbook Surgical Instrumentation an Interactive Approach
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