



Ace Institute of Technology

MEDICAL ASSISTANT – BOOK LIST

Course Title: Microsoft Office
Textbook: Microsoft® Office Step by Step
Publisher: Microsoft Press
Course Title: Patient Safety, Urinalysis & Microbiology
Textbook: First Aid/CPR/AED Participant's Manual
Publisher: American Red Cross
Course Title: Medical Terminology
Textbook: Medical Terminology: A Short Course
Publisher: Saunders
Course Title: Medical Insurance, Billing and Records
Textbook: Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology
Publisher: McGraw-Hill
Course Title: Computers in the Medical Office
Textbook: Computers in the Medical Office
Publisher: McGraw-Hill
Course Title: Anatomy, Physiology and Medical Terminology [all courses] Course Title: Administrative Procedures for the Office Course Title: Medical Law and Patient Relations Course Title: Medical Lab Practices Course Title: Electrocardiography Course Title: Phlebotomy
Textbook: Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology
Publisher: McGraw-Hill