

**MEDICAL OFFICE ADMINISTRATION
2017-18
TEXTBOOK LIST**

Winter Semester

Title	ISBN	Price	Tax	Total	Course #
Hillcrest Medical Center Beginning Medical Transcription, 8e ** (Nelson)	978-1305583795	\$201.95	\$10.10	\$212.05	MOAS 2018
College Keyboarding Lessons 56-110, 20e with Word 2016, PAC & Mindtap (Nelson)	978-1337103268	\$115.95	\$5.80	\$121.75	COMP 2215
Non-Violent Crisis Intervention Handbook <i>Note</i> : cannot buy "used" book b/c course fee includes book	88880007986	\$30.00	\$4.50	\$34.50	
Nightingale fee	88880008710	\$93.75	\$14.07	\$107.82	MOAS 2009
TOTAL		\$441.65	\$34.47	\$476.12	

**** New Edition**

Note: No book required for COMP 2110 (Spreadsheets I); book used from COMP 2215

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