

TEXTBOOK INVENTORY SHEET

Course Title	Textbook Title	ISBN	Publisher	Textbook Cost
ENG 111 Business English	Contemporary Business Communication: 6 th Ed.	0-618-47252-5	Houghton Mifflin	173.95
MAT 111 Math	Practical Business Math 8e	0-13-025667-6	Prentice Hall	114.40
CAR 112 Career Preparation	N/A	N/A	N/A	*****
BUS 211 Intro to Business	Business A Changing World 5 th Ed	0-07-297358-7	McGraw/Hill	120.34
MKT 211 Marketing	Marketing	0-390-99898-2	McGraw/Hill	35.00
SUP 211 Supervision	Contemporary Management	0390178586	McGraw/Hill	35.00
PER 111 Personal Development	Becoming a Master Student 11 th Ed	0-618-46770-X	Houghton/Mifflin	42.44
ACC 121 Accounting	College Accounting 17 th Ed	0-324-10098-1	South-Western	94.95
TAX 122 Fundamentals of Taxation	Payroll Records & Procedures 5 th Ed	0-07-298243-8	McGraw/Hill	93.45
CAC 122 Computerized Accounting	Integrated Accounting for Windows 4 th Ed.	0-324-19139-1	South-Western	88.95
ITC 131 Intro to Computers	Integrated Computer Applications Microsoft Office 2007	0-538-73039-0	South-Western	73.02
WPA 131 Word Processing Applications	Microsoft Office Word 2007 Updated First Edition (Exam 77-601)	978-0-470-39567-7	Wiley	74.38
DBA 131 Database Applications	Microsoft Office Access 2007 (exam 77-605)	978-0-470-06950-9	Wiley	76.95
SPA 131 Spreadsheet Applications	Microsoft Office Excel 2007 (Exam 77-602)	978-0-470-42344-8	Wiley	76.95
IPS 131 Intr. to Presentation Software (PowerPoint)	Microsoft Office PowerPoint 2007 (Exam 77-603)	978-0-470-06951-6	Wiley	76.95
INT 131 Intro. to Internet Concepts	N/A	N/A	N/A	*****
IWD 231 Intro. to Web Page Design	N/A	N/A	N/A	*****
DTS 131 Diagnostics & Troubleshooting/	N/A	N/A	N/A	*****

Software				
DTH 132 Diagnostics & Troubleshooting/ Hardware	N/A	N/A	N/A	*****
NOS 131 Network Operating System	N/A	N/A	N/A	*****
NOS 232 Network Operating System (windows)	N/A	N/A	N/A	*****
NOS 232 Network Operating System (windows)	N/A	N/A	N/A	*****
CTP 231 Computer Topics	N/A	N/A	N/A	*****
REL 141 Real Estate Law	Real Estate Law	0-314-12615-5	West/Thomson	129.95
LWR 141 Legal Research/Writing I	Foundations of Legal Research & Writing 3 rd Ed	1-4180-1395-1	Delmar Learning	127.95
LWR 242 Legal Research/Writing II	Foundations of Legal Research & Writing 3 rd Ed	1-4180-1395-1	Delmar Learning	127.95
CRL 141 Criminal Law	Criminal Law and Procedure 4 th Ed	1-4018-1559-6	Delmar Learning	162.95
CTP 141 Civil Trial Practice	Civil Procedure and Litigation	0-314-12636-8	West Legal Studies/Thomson Learning	114.36
FAM 141 Family Law	Introduction Family Law	1401814530	Delmar	109.95
BLW 141 Business Law	Law for Business 14 th Ed	0-324-06053-X	Thomson Learning	110.19
LKY241 Legal Keyboarding/ Transcription	Legal Office Projects 2e	0-538-72933-3	South-Western	67.95
LOA 141 Legal Assisting	Administrative Procedures for the Legal Professional	1-4180-1833-3	Thomson/Delmar Learning	82.95
KEY 161 Computerized Keyboarding I	2007 Word Keyboarding Kit 3	Kept in the typing room		92.38
KEY 162 Computerized Keyboarding I	2007 Word Keyboarding Kit 3	Kept in the typing room		92.38
TER 151 Medical Terminology I	Exploring Medical Language 7 th Ed	9780323049504	Mosby	69.95
TER 252 Medical Terminology II	SAME AS ABOVE – USE SAME BOOK FOR BOTH CLASSED			

PHM 151 Principles of Pharmacology	Essentials of Pharmacology for Health Occupations	1-4018-8925-5	Thomson/Delmar	81.91
PHM 252 Pharmacology: Clinical Essentials	Dosage Calculations 8 th Ed	1-4180-8047-0	Thomson/Delmar Learning	71.77
ANP151 Intro. to Anatomy & Physiology	Essentials of Anatomy & Physiology 5 th Ed	0-8036-1546-9	F. A. Davis	44.95
ANP 152 Anatomy & Physiology	SAME AS ABOVE – USE SAME BOOK FOR ALL CLASSES			
ANP 252 Anatomy & Physiology				
MTR 251 Medical Transcription	Medical Transcription 3 rd Ed	978-0-76383-109-7	Paradigm Publishing	64.99
MCP 251 Introduction to Clinical Procedures	Clinical Procedures for Medical Assistants 7 th Ed(textbook) (Workbook)	978-1-4160-3475-9 978-1-4160-4766-7	Saunders/ Elsevier	82.95 32.95
CLP 252 Clinical Laboratory Procedures	SAME AS ABOVE – USE SAME BOOKS FOR ALL CLASSES			
MCP 252 Medical Procedures				
MAP 151 Medical Administrative Procedures	Contemporary Medical Office Procedures 3ed (textbook) (Workbook)	1-4018-6345-0 1-4018-7068-6	Thomson	105.05 49.95
MCI 151 Medical Coding/Insurance	Understanding Health Insurance 8 th Ed.	978-1-4018-9595-2	Thomson/ Delmar	90.99
MCC 151 Medical Coding ICD9	Basic ICD-9-CM Exercises, 1 st Ed.	1-58426-162-5	AHIMA	31.60
MCC 152 Medical Coding – CPT	N/A	N/A	N/A	*****
ICS 251 Intermediate ICD/CPT	N/A	N/A	N/A	*****
ACS 252 Advanced Coding and Classification	N/A	N/A	N/A	*****
HIM 151 Health Information Management	Health Info. Mgmt. Tech. 2 nd Ed (text) (Work Book)	1-58426-141-2 1-58426-161-7	Merida L. Johns	96.95 9.98
HDM 251 Health Data Management				
HQM 251 Quality Management	Health Info. Mgmt: Concepts, Principles & Practices	1-58426-142-0	AHIMA	96.95
HHL 151 Health Law	Legal Aspects of Health Info.	0-7668-2520-5	Thompson Delmar	104.76

	Management		Learning	
CMP 171 English Composition	Writing Paragraphs & Essays 4 th Ed	0-15-504645-4	Wadsworth	69.75
CWR 171 Creative Writing/Research	The Everyday Writer 3 rd Ed	0-312-41323-8		57.37
LOG 171 Logic	Becoming a Critical Thinker	0-13-177998-2	Prentice Hall	63.14
COM 171 Effective Communication	Building A Speech 5 th Ed	0-534-60660-1	Thomson	45.00
CUR 171 Current Events	N/A	N/A	N/A	*****
PSY 171 Psychology	Psychology and Your Life	0-07-337702-3	McGrew-Hill	60.32

***** There are no Textbooks for these Courses. Handouts are utilized.