Bookstore List

Updated 4/5/12

Programs

Department	Price	Required - Stocked / Optional - Special Order	Course or Program	Accounting Clerk	Administrative Clerk	Business Admin Support I	Business Admin Support II	Computer Applications	Customer Service	Front Office Support	Clinical Medical Assistant	ECG Technician	Medical Billing & Coding	Medical Office Administration	Medical Office Lab Tech	Phlebotomy Tech	Computer Upgrade & Repair(A+)	Networking Tech (Net+)	Network Associate (MCTS)	Network Admin. (MCITP)		
Business Technologies																						
Basic English Review, 9th Edition (ISBN 9780538730952)	$ 71.50	*Required*	Business English	x	x	x	x	x						x								
Business Communications:Process and Product 7th Ed. (ISBN-13:9780538466257)	$ 195.00	*Required*	Business Communication, Employment Communication						X													
Business Math Using Calculators Text (ISBN 9780538721776)	$ 112.75	*Required*	Math 1	x	x	x	x	x		x												
College Accounting Chapters 1-15 Text, 20th Ed (ISBN 9780538745215)	$ 162.25	*Required*	Account I & II	x		x	x															
College Accounting Coolspring Furniture Practice Set (ISBN 9780538750745)	$ 65.25	*Required*	Account I & II	x		x	x															
College Accounting Study Guide w/ working papers Ch 1-15, 20th Ed (ISBN 9780538737043)	$ 69.00	*Required*	Account I & II	x		x	x															
College Accounting Trey's Fast Cleaning Service Practice Set (ISBN 9780538753227)	$ 65.25	*Required*	Account I & II	x		x	x															
Computerized Accounting for QuickBooks Pro 2009,11th ed. (ISBN 9780077330705)	$ 154.25	*Required*	Computerized Accounting	x		x	x															
Computer Literacy Basics: A Comprehensive Guide to IC3 3rd Ed. (ISBN-13:9781439078532)	$ 130.75	*Required*	Basic Computer Skills for Professionals, Computer Literacy	x	x	x	x	x	x	x	x	x	x	x	x	x						
Integrated Business Projects, 3rd Edition (ISBN 9780538731096)	$ 58.75	*Required*	Integrated Project				x	x														
Job Savvy: How to be a Success at Work 4th Ed. (ISBN 9781593575533)	$ 23.75	*Required*	Workplace Relations	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Keeping Financial Records for Business (Textbook) (ISBN 9780538441537)	$ 91.25	*Required*	Financial Records	x		x	x															
Keeping Financial Records, Get In Line Skate Shop Practice Set (ISBN 9780538441650)	$ 51.00	*Required*	Financial Records	x		x	x															
Keeping Financial Records Working Papers, Ch 1-16 (ISBN 9780538441575)	$ 54.00	*Required*	Financial Records	x		x	x															
Microsoft Office Publisher 2007: Complete Concepts and Techniques 1st Edition (ISBN 9781418843496)	$ 83.50	*Required*	Desktop Publishing					x														
Microsoft Office Outlook 2010: Essentials 1st Ed (ISBN-13:9780538749251)	$ 36.25	*Required*	Microsoft Outlook		x	x	x	x		X												
New Perspective on Microsoft Office 2010, First Course (ISBN-13:9780538746533)	$ 150.00	*Required*	Database Appl I, Electroinic Presentations, Spreadsheet Appl I, Word Processing Appl I	x	x	x	x	x		x												
New Perspective on Microsoft Office 2010, Second Course (ISBN-13:9780538743099)	$ 150.00	*Required*	Database Appl II, Spreadsheet Appl II, Word Processing Appl II	x	x	x	x	x		x												
Our Digital World (ISBN 9780763839307)	$ 90.00	*Required*	Operating Systems Fundamentals, Internet Applications			x	x															
Proofreading and Editing Precision 6th Edition (ISBN 9780538450454)	$ 55.25	*Required*	Business Correspondence	x	x	x	x	x	x													
10-Key Mastery Text w/CD (ISBN N/A)	$ 42.50	*Optional*	Business Calculations	x	x	x	x	x	x	x												
Computer Calculator for the 10 Key Pad (ISBN 9780538695442)	$ 49.50	*Optional*	Business Calculations	x	x	x	x	x	x	x												
Keyboard Mastery Text w/CD (ISBN N/A)	$ 34.75	*Optional*	Keyboarding I & II	x	x	x	x		x	x				x								
Keyboarding Short Course Text w/software (ISBN N/A)	$ 32.50	*Optional*	Keyboarding Basics		x			x		x	x	x	x		x	x	x	x	x	x		
Skillbuilding Mastery Text w/ CD (ISBN N/A)	$ 34.75	*Optional*	Keyboarding III				x							x								
Cosmetology/Barbering																						
Cosmetology Textbook, Study Guide & Exam Prep Book	$ 167.00	*Required*	Cosmetology/Barbering																			
Student Supply Kit	$ 866.00	*Required*	Cosmetology/Barbering																			
Health Care Technologies																						
Certified Nursing Assistant																						
Nursing Assistant Care Text 2nd Edition (ISBN 9781604250039)	$ 46.50	*Required*	Certified Nursing Assistant																			
Nursing Assistant Care Workbook 2nd Edition (ISBN 9781604250046)	$ 22.50	*Required*	Certified Nursing Assistant																			
Blood Pressure Cuff	$ 24.00	*Optional*	Certified Nursing Assistant																			
Stethoscope	$ 26.50	*Optional*	Certified Nursing Assistant																			
Certified Medical Assistant & Adminstrative Courses																						
3-2-1 Code It! Txtbk/Wrkbk (ISBN 9781428395961)	$ 139.00	*Required*	Diagnostic Coding I, Procedural Coding I										x									
Computers in the Medical Office, 6th Edition (ISBN 0073401994)	$ 127.75	*Required*	Computerized Medical Office											x								
CPR BLS for Healthcare Providers Manual 90-1038 (ISBN 9781616690397)	$ 21.50	*Required*	Phlebotomy, Medical Office Lab Tech, ECG Tech, Clinical Medical Assistant, Medical Office Admin.								x	x		x	x	x						
Diseases of the Human Body 4th Edition (ISBN 9780803612451)	$ 53.00	*Required*	Fundamental of Human Disease											x								
Heartsaver First Aid Student Workbook 90-1027 (ISBN 9781616690182)	$ 17.50	*Required*	Phlebotomy, Medical Office Lab Tech, ECG Tech, Clinical Medical Assistant, Medical Office Admin.								x	x		x	x	x						
Fundamentals of Anatomy and Physiology, Bundle, 2nd Ed. (ISBN 9781418004552)	$ 156.25	*Required*	Anatomy and Physiology for the Medical Professional										x									
Kinn's Administrative Medical Assistant 6th Ed. Txt/Wrkbk (ISBN 9781416042587)	$ 79.50	*Required*	Medical Office Administrative Program											x								
Kinn's MA Text/Workbook/Skills Bundle (ISBN 9781416054122)	$ 164.50	*Required*	Phlebotomy, Medical Office Lab Tech, ECG Tech, Clinical Medical Assistant								x	x			x	x						
Medical Terminology Language for Health Care 3rd Ed (ISBN 9780077302344)	$ 105.25	*Required*	Medical Terminology, II										x	x								
Principles of Pharmacology Text 4th Edition (ISBN 9781401880170)	$ 109.75	*Required*	Pharmacology for the Medical Assistant																			
The Language of Medicine 9th Ed. (ISBN 9781437705706)	$ 79.75	*Required*	Phlebotomy, Medical Office Lab Tech, ECG Tech, Clinical Medical Assistant, Medical Office Admin.								x	x		x	x	x						
From Patient to Payment 6th Ed. (ISBN 9780073402017)	$ 112.50	*Optional*	Medical Office Administrative Procedures I,II & III										x	x								
Law, Liability and Ethics for Medical Office Professional (ISBN 9781401840334)	$ 113.25	*Optional*	Medical Law and Ethics											x								
Therapeutic Comm for Health Professionals 2nd Ed (ISBN 9780766809215)	$ 47.75	*Optional*	Psychology of Communication with Patient								x											
Information Technologies																						
70-270: MCSE Guide to MS Windows XP Professional (ISBN 9780619217518)	$ 102.75	*Required*	MCTS, MCITP															x	x			
70-620: MCTS Guide to MS Windows Vista (ISBN 9781418837266)	$ 106.25	*Required*	MCTS, MCITP															x	x			
70-640: MCTS Guide to MS Windows Server 2008 Active Directory Configuration	$ 129.00	*Required*	MCTS, MCITP															x	x			
70-642: MCTS Guide to MS Windows Server 2008 Network Infrastructure Configuration	$ 129.00	*Required*	MCTS, MCITP															x	x			
70-646: MCITP Guide to MS Windows Server 2008 Server Administration	$ 120.75	*Required*	MCTS, MCITP															x	x			
A+ Guide to Managing and Maintaining Your PC, 7th Ed. (ISBN 9781435497788)	$ 104.50	*Required*	A+ Essentials and Practical Application (2009)														x	x	x	x		
Discovering Computers 2010: Living in a Digital World, Complete, 1st Edition (ISBN 9780324786453)	$ 113.50	*Required*	Computer Literacy for IT(2010), Introduction to Information Technology														x	x	x	x		
Network+ Guide to Networks, 5th Edition (ISBN 9781423902454)	$ 106.25	*Required*	Network + (2009)															x	x	x		
New Perspectives on Microsoft Office 2010, 1st edition (ISBN 9780538746533)	$ 150.00	*Required*	Computer Literacy for IT(2010)														x	x	x	x		
70-290: MCSE Guide to MS Windows 2003 Environment, Enhanced (ISBN 9780619217525)	$ 98.25	*Optional*	MCTS, MCITP																x	x		

Bookstore List

Updated 4/5/12

				Accounting Clerk	Administrative Clerk	Business Admin Support I	Business Admin Support II	Computer Applications	Customer Service	Front Office Support	Clinical Medical Assistant	ECG Technician	Medical Billing & Coding	Medical Office Administration	Medical Office Lab Tech	Phlebotomy Tech	Computer Upgrade & Repair(A+)	Networking Tech (Net+)	Network Associate (MCTS)	Network Admin. (MCITP)		
70-291: MCSE Guide to Managing a MS Windows Server 2003 Network, Enhanced (ISBN 9780619217532)	$ 98.25	*Optional*	MCTS, MCITP																x	x		
CWNA Gd to Wireless LANS 2nd Ed. (ISBN 9780619215798)	$ 93.75	*Optional*	Wireless Fundamentals																			
Linux + Guide to Linux Certification, 2nd Edition (ISBN 9780619216214)	$ 107.75	*Optional*	Linux Fundamentals																			
Programming with Miscrosoft Visual Basic 2005 3rd Ed. (ISBN 9781418836740)	$ 145.25	*Optional*	Introduction to Programming																			
Security + Guide to Network Security Fundamentals 3rd Ed. (ISBN-13 9781428340664)	$ 122.75	*Optional*	Security +																			
Testing																						
Comp Tia A+ Test Voucher	$ 82.00	*Optional*															x	x	x	x		
CompTia Network+ Test Voucher	$ 125.00	*Optional*																x	x	x		
CompTia Security+ Test Voucher	$ 175.00	*Optional*																				
Microsoft Test Voucher	$ 150.00	*Optional*																	x	x		
Training/Test Prep																						
220-701 A+ Essentials (ISBN 9781935080350)	$ 111.25	*Required*	A+ Essentials(2009)														x	x	x	x		
220-702 A+ Practical Application (ISBN 9781935080367)	$ 111.25	*Required*	A+ Practical Applications(2009)														x	x	x	x		
N10-004 Network+ (2009) (ISBN 9781935080336)	$ 111.25	*Required*	Network + (2009)															x				
SYO-201 Security +(2008) (ISBN 9781935080329)	$ 111.25	*Required*	Security +																			
70-640 Configuring Server 2008 Active Directory (ISBN 9781935080251)	$ 111.25	*Required*	MCTS, MCITP																x	x		
70-642 Configuring Server 2008 Network Infrastucture (ISBN 9781935080244	$ 111.25	*Required*	MCTS, MCITP																x	x		
70-646 Windows Server 2008 Server Administrator (ISBN 9781935080268)	$ 111.25	*Required*	MCTS, MCITP																x	x		
70-680 Configuring Windows 7 (ISBN 9781935080374)	$ 111.25	*Required*	Microsoft Windows 7 Desktop																			
70-270 Installing, Configuring, and Administering Windows XP Professional (ISBN 9781935080060)	$ 111.25	*Optional*																	x	x		
70-290 Managing and Maintaining a Server 2003 Environment (ISBN 9781935080084)	$ 111.25	*Optional*																	x	x		
70-291 Implementing a Server 2003 Network Infrastructure (ISBN 9781935080091)	$ 111.25	*Optional*																	x	x		
70-620 Configuring Windows Vista (ISBN 9781418837266)	$ 111.25	*Optional*																	x	x		
XK0-002 Linux+ (ISBN 9781935080015)	$ 111.25	*Optional*																				
Welding Technician																						
Welding: Principles and Applications, 7th Edition (ISBN 9781111660000)	$ 205.00	*Required*	Welding Program & Ind Courses																			