

Main Book List by Program - Updated 03/05/2014

Book List Key

CALL: The BookStore does not stock these books. Please call the program secretary.

TBD: Price to be determined

HS - Required for HS Students

***C**-concurrent = textbooks that are required at the beginning of the course

** **S**-sequential = textbooks are required at specific times during the course

*** **O**-optional = textbooks are not required but are considered beneficial by the instructor

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Course Name	Course No.	Requirement *C, **S, ***O	ISBN	Title	Price w/o tax	Used Book w/o tax.
Accounting	B070110	Required	Uniform:	2 Program Shirts + ID	\$50.89	
		OCP A & B	9780078036804	Communicating at work 11th Ed.	\$145.96	
			9781591363903	Microsoft Office 2010 Essentials txt w/E-Lab	\$137.11	
			9780840064981	Centrury 21 Accounting 10th Ed	\$114.91	
			9780840068095	Online Working Papers for C21, Ch 1-24, 10th Ed	\$53.20	
		OCP C	9781591363491	Microsoft Excel 2010 Comprehensive Txt w/E-lab	\$108.29	
		OCP D	9781591364771	QuickBooks Pro 2013 Comprehensive	\$90.82	
Admin. Office Specialist	B070330	Required	Uniform:	2 Program Shirts + ID	\$50.89	
		OCP A:				
			9780538748926	New Perspectives MSWord 2010 Comprehensive	\$157.56	
			9780538753722	NP MS Office PowerPoint 2010, Comprehensive	\$106.17	
			9781591363798	FastCourse MS Outlook 2010	\$18.85	
		OCP B:				
			9780538447072	Century 21 Accounting 9th Ed, Chpt 1-16	\$80.45	
		OCP C:				
			9780538798488	New Perspectives MS Access 2010 Introductory	\$98.36	
			9781111425449	Machine Transcription & Dictation 6th Ed	\$109.02	
			9780132664028	Business Essentials-9th Ed	\$88.38	
			9780538746434	MicroSoft Office Publisher 2010, Complete	\$94.75	
Admin. Office Specialist - Night		Required	Uniform:	2 Program Shirts + ID	\$50.89	
		OCP A	9781591363033	Microsoft Office 2010 Essentials		
			9780078036804	Communicating at Work		
			9781591363798	FastCourse Microsoft Office 2010		

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		OCP B				
			9780840064981	Century 21 Accounting 10Ed (1-16)		
			9780840068095	Century 21 Accounting 10Ed Online Workingpapers		
			9781591363101	Microsoft Excel 2010 Comprehensive (Labyrinth)		
			9780538746434	Microsoft Office Publisher 2010: Complete		
		OCP C				
			9780133034028	Business Essentials 9th Ed.		
		OCP D				
			9781591364771	QuickBooks Pro 2013 Comprehensive		
Adult General Education - West		Required	Uniform:	2 Program T-shirts + ID + Lanyard	\$23.37	
			9780071405614	TABE Level A Study Guide	\$19.68	
			TBD	GED Complete	TBD	
			TBD	GED Complete - Spanish Ed.	TBD	
			9780844279756	VOX Sp/Engl Dictionary	\$14.95	
Air-Conditioning HVAC	1470203	Required	Uniform:	2 Program T-shirts + ID + Safety Glasses	\$52.65	
		C - Bundle	9781133426295	Refrigeration AC Text with lab manual	\$222.65	
		Consists of:		Refrigeration AC Text	Bundle	
		Consists of:		Refrigeration AC lab manual	Bundle	
		C	651881680012	EPA Prep Manual	\$4.92	
		C	651881100091	Universal R-410A Safety Manual	\$25.79	
Air conditioning HVAC - HS		Required	Uniform:	2 Program T-shirts + ID + Lanyard	\$52.65	
		Loaner	9781401849016	Refrigeration AC Text	Loaner	
		C	9781428319370	Refrigeration AC lab manual	TBD	

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Course Name	Course No.	Requirement *C, **S, ***O	ISBN	Title	Price w/o tax	Used Book w/o tax.
ACLS		C	9781616690106	ACLS Provider Manual 2011	CALL	
ACLS Renewal		C	9781616690106	ACLS Provider Manual 2011	CALL	
BLS Healthcare Provider		C	9781616690397	BLS Provider w/CD 2011	\$15.80	
BLS Healthcare Provider Renewal		C	9781616690397	BLS Provider w/CD 2011	\$15.80	
ECG & Pharmacology			CALL	CALL	CALL	
Heart Saver AED			New Edition	New Edition Spring 2011	TBD	
PALS Provider		C	9780874938982	PALS Provider Manual	CALL	
PALS Renewal Course		C	9780874938982	PALS Provider Manual	CALL	
P.E.A.R.S.			CALL	CALL	CALL	
ACLS Instructor		C	9781616690113	ACLS Povidier Manual Instructor	CALL	
BLS Instructor		C	9781616690403	BLS Instructor Manual 2011	TBD	
PALS Instructor			TBD	PALS Instructor Manual	TBD	
Automotive Service Technology	I470608	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$52.65	
		C	9781428311497	Automotive Technology 5th Ed Txt	\$136.48	
Automotive Collision Repair	I470603	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$40.71	
			9781133601876	Collision Repair and Refinishing	\$125.63	
Building Construction Technology		Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65	
		C	9780136086376	Core Curriculum by NCCER w/Floor Plans	\$66.28	
		C	9780136099512	Construction Technology by NCCER	\$178.21	
Business Continuing Ed -Night		Required	Uniform:	ID	\$9.39	
			9781591363071	Word 2010 Level 1	\$31.86	
			9781591363201	PowerPoint Level 1	\$31.86	
Baking & Pastry Arts	N100600	Required	Uniform:	2 Jackets + 2 Pants + 2 Scarves +2 Hats + ID	\$128.06	

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Course Name	Course No.	Requirement *C, **S, ***O	ISBN	Title	Price w/o tax	Used Book w/o tax.
		C	9781118083741	Professional Baking, 6th Ed	\$110.18	
		C		Baking Kit	\$202.71	
Barbering	1120402	Required	Uniform:	2 Sets of Scrubs + ID + Safety Glasses	\$72.61	
		C	9781435497153	Milady's Standard Barbering Text	\$117.31	
		C	9781435497139	Milady's Standard Barbering Workbook	\$56.39	
		C		Hair Kit with Sheers	\$436.79	
		O	9781435497122	Barbering Exam Review	\$32.42	
Carpentry	1460202	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65	
			9780136086376	NCCER Core Curriculum w/Floor Plans	\$61.30	
			9780131122161	NCCER Finish/Trim Residential Carpentry 2		\$86.00
			9780130472144	NCCER Carpentry Level 3	\$107.22	
			9780131025905	NCCER Carpentry Level 4	\$107.22	
		O	9780766822504	Practical Problems in Math for Carpenters	\$38.78	
		O	9781401809591	Fundamentals Construction Estimating	\$93.77	
		O	9780132272988	Applied Construction Math, A Novel Approach	\$33.25	
Cosmetology for Licensure	D500100	Required	Uniform:	2 Sets of Scrubs + ID + Safety Glasses	\$72.61	
		C	9781439059296	Milady's Standard Cosmetology Text	\$97.35	
		C	9781439059227	Milady's Standard Cosmetology Practical Wrkbk	\$43.64	
		C	9781439059234	Milady's Standard Cosmetology Theory Wrkbk	\$43.64	
		C		Hair Kit with Sheers	\$436.79	
		O	9781435400740	Haircutting Text	\$25.44	
		O	9781435484207	Milady's Haircutting Spanish Ed.	\$30.59	
		O	9781562536671	Cosmetology Dictionary 2nd Ed	\$29.75	
		O	9781418049430	Cosmetology Exam Review	\$25.53	

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		O	9781562539191	Hair Care Products Ingredients Dictionary	\$30.96	
Computer Programing .NET		Required	Uniform:	2 Program Shirts + ID	\$33.35	
			9780735661684	Start Here! .NET programming	\$18.53	
			9781133219071	Discovering Computers Bundle	\$183.49	
			9781492123323	MTA Microsoft Technology Associate Exam	\$22.14	
			9780735657724	Start Here! Learn Microsof Visual C # 2010	\$28.55	
			9780470596906	C# Programming with Visual Studio 2010	\$43.04	
Culinary Arts	N10050	Required	Uniform:	2 Chef Jackets + 2 Chef Trousers + 2 Hats + 3 Scarves + ID	\$134.81	
		C	9780470197523	Professional Cooking	\$137.63	
		C		Professional Knife Kit Poly	\$249.56	
		C		Professional Knife Kit Winewood	\$332.27	
Digital Design	B070600	Required	Uniforms :	2 Program Shirts + ID	\$33.35	
			9780321840714	Adobe Photoshop CS6 Learn by Video	\$51.61	
			9780985301415	Adobe Photoshop Lightroom 4	\$57.95	
			9780316020749	Digital Photography A Basic Manual	\$25.82	
			9780985301415	Adobe Lightyear 5	TBD	
			9781562901615	Elements and Principles of Design	\$17.23	
Digital Video Production	I100240	Required	Uniforms :	2 Program Shirts + ID	\$54.39	
			9780321822437	Adobe After Effects CS6	\$44.79	
			9780321822475	Adobe Premiere Pro CS6	\$47.54	

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Drafting	C100200	Required	Uniform:	2 Program Shirts + ID	\$33.35		
			9781585037391	Residential Design Using Autodesk 2013	\$46.95		
			9781585037353	Commercial Design Using Autodesk 2013	\$46.95		
			9781585037162	AutoCAD 2013 First Level Fundamentals	\$46.55		
			9781585037537	Certified SolidWorks Associate Exams	\$43.03		
Electricity	I460312	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65		
			C	9780136086376	NCCER Core Curriculum with Floor Plans	\$61.30	
			C	9780877659143	NEC 2011 Code Book	\$61.48	
			C	9780132569583	NCCER Electricity Level 1 Training Guide	\$88.94	
				9780132569538	NCCER Electricity Level 2 Training Guide	\$122.67	
				9780132569552	NCCER Electricity Level 3 Training Guide	\$120.60	
			S	9780132569569	NCCER Electricity Level 4 Training Guide	\$120.60	
	9780877659174	NEC 2011 Tabs for the NEC Code Book	\$20.92				
Electronics Technology	I150303	Required	Uniform:	2 Program Shirts + ID	\$33.35		
				9781111128531	Introduction to Electronics Text 6th Ed	\$155.70	
				1891749072	The Associate CET Study Guide	\$52.60	
			O	Model 3200CTK1	RSR Tool Kit	\$37.16	
Facials/Esthetics	I120424	Required	Uniform:	2 Sets of Scrubs + ID + Safety Glasses	\$72.61		
			C	9781111306892	Esthetics Fundamentals Text	\$124.09	
			C	9781111306915	Esthetics Fundamentals Workbook	\$68.95	
			O	9781435480209	Skin Care & Cosmetic Ingredients Dictionary	\$39.07	
			O	9781428318953	Fundamentals Esthetics Exam Review	\$39.25	
Facials/Esthetics - Advanced		Required	Uniform:	2 Sets of Scrubs + ID + Safety Glasses	\$72.61		

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		C	9781428319752	Esthetics Advanced Text	\$100.92	
		O	9781428319783	Advanced Esthetics Exam Review	\$39.25	
		O	9781435487451	Skin Care-Beyond the Basics-Text	\$103.62	
		O	9781435487444	Skin Care-Beyond the Basics-Workbook	\$51.34	
		O	9781435480209	Skin Care Ingredients' Dictionary	\$39.07	
Hospitality & Tourism	M811040	Required	Uniform:	2 Program Shirts + ID	\$33.35	
			9780931202636	Exploring the World Text 3rd Ed	\$98.75	
			9780931202643	Exploring the World Work Book 3rd Ed	\$21.26	
			9780931202605	Travel Career Development Text 9th Ed	\$106.13	
			9780931202612	Travel Career Development Work Book 9th Ed	\$21.26	
Industrial Electricity	I460313		Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65	
		C	9780136086376	NCCER Core Curriculum with Floor Plans	\$61.30	
		C	9780877659143	NEC 2011 Code Book	\$99.69	
		S	9780132569552	NCCER Level 3 Electricity Training Guide	\$120.60	
		S	9780132569569	NCCER Level 4 Electricity Training Guide	\$120.60	
		O	9780877659174	NEC 2011 Tabs for the NEC Code Book	\$20.92	
Industrial Technology				Call Program Secretary	TBD	
Legal Admin. Specialist	B072000	Required	Uniform:	2 Program Shirts + ID	\$50.89	
		OCP A:				
			9781591363651	Computer Concepts	\$27.46	
			9780538748926	New Perspectives MS Word 2010 Comprehensive	\$157.56	
			9781591363798	FastCourse MS Outlook 2010	\$18.85	

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			9780538753722	MS PowerPoint 2010	\$106.17	
			9780078036804	Communicating at Work	\$145.96	
		OCP B:				
			9780538447072	Century 21 Accounting 9th Ed, Chpt 1-16	\$80.45	
			9780538447089	Century 21 Accounting 9th Ed: Workpapers	\$44.18	
			9780538742917	Microsoft Excel 2010: Comprehensive	\$154.86	
			9781439057001	Using Computers in the Law Office-Advanced	\$140.08	
		OCP C & D:				
			9781418018375	Substantive Law for the Legal Profession	\$84.75	
			9781418060855	Legal Term. Transcription & Court Reporting	\$109.85	
			9781428319288	Fundamentals of Law Office Management	\$129.21	
Legal Admin. Sp. Night Class			Required	Uniform: 2 Program Shirts + ID	\$50.89	
		OCP A:				
			9781591363033	Microsoft Office 2010: Essentials		
			9780078036804	Communicating at Work		
			9781591363798	FastCourse Microsoft Outlook 2010		
		OCP B:				
			9780840064981	Century 21 Accounting 10Ed (1-16)		
			9780840068095	Century 21 Accounting 10Ed Online Workingpapers		
			9781591363101	Microsoft Excel 2010 Comprehensive (Labyrinth)		
		OCP C & D				
			9781418018375	Substantive Law for the Legal Profession		
			9781418060855	Legal Terminology for Transcription & Court Reporting		
			9781428319288	Fundamentals of Law Office Managemnet		
Major Appliance	1470106	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$40.71	
		C	9780071770187	Troubleshooting and Repairing Major Appliance	\$64.71	

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Marine Service Technology	I490306	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65	
			9780130943187	Understanding the Outboard Motor, 3rd Ed	\$122.45	
Machining	I480503	Required	Uniform:	2 Program Shirts + ID + Safety Glasses +Shop Apron	\$48.46	
			9780132172202	Blueprint Reading Machine Trades 7th Ed	\$85.15	
			9781428336568	Math for Machining Technology 6th Ed	\$178.67	
			9780831133474	CNC Programming Handbook 3rd Ed	\$77.02	
			9781590702499	Machining Fundamentals Text	\$88.96	
	9781619602090	Machining Fundamentals Text 9th Ed.	\$103.28			
Marketing/ Sports & Entertainment	M899400	Required	Uniform:	2 Program Shirts + ID	\$50.89	
			9780538445153	Sports & Entertainment Marketing Text	\$49.01	
Medical Admin. Specialist	B070300	Required	OCP A:	2 Program Shirts + ID	\$54.91	
			9781133602996	Delmar's Administrative Medical Assist, 5th Ed	\$115.08	
			9781591366683	Microsoft Office 2010: Essentials w/E-lab & outlook	N/A	
			OCP B:			
			9780538450768	Accounting: Aplia, Online Working Papers	\$41.60	
			9780073374611	Essentials of Medical Language, 2nd Ed	\$83.57	
			OCP C:			
9780077976453	Computers in the Med Office w/connect	\$170.32				
OCP D:						
	9780073545127	Insurance in the Medical Office w/connect	\$133.03			
	9780073259369	Intro to Medical Office Transcription	\$107.50			

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Medical Coder Biller	H170528	Required	Uniform:	WOMEN/ One Set of Scrubs + Program Patch + ID	\$65.87	
				MEN/ One Set of Scrubs + Program Patch + ID	\$65.87	
		Q1	9781584263524	Health Information Management Tech, 4th Ed	\$114.94	
		Q1	9780077605131	A & P & Disease for Health for Health Professions	\$81.31	
		Q1	9781455707744	Medical Terminology w/ICD-10	\$82.85	
		Q1	9781584263685	2013 Basic ICD-10-CM/PCS Coding	\$105.84	
		Q2	9781622540679	ICD 10 CM Complete Official Draft Code Set	\$126.29	
		Q2	9781556483875	ICD-10-CM and ICD-10-PCS Coding Handbook	\$95.53	
		Q2	9781622540181	ICD 10 PCS Complete Official Draft Code Set	\$132.60	
		Q3	9781601516718	HCPCS Lvl II 2013	\$73.17	
		Q3	9781603598453	CPT 2014	\$85.19	
		Q3	9781455744657	Step by Step Medical Coding Text	\$95.20	
		Q3	9781455744893	Step by Step Medical Coding Workbook	\$35.95	
		Q4	9780073545127	Insurance in the Medical Office w/connect	\$133.03	
		Q4	9780077976453	Computers in the Medical Office w/connect	\$170.32	
Nails Spec for Licensure	I120414	Required	Uniform:	2 Sets of Scrubs + ID + Safety Glasses	\$72.61	
		C	9781435497689	Milady's Standard Nail Technology Text	\$105.54	
		C	9781435497641	milady's Standard Nail Technology Workbook	\$56.39	
		C		Nail Brushes	\$63.41	
		O	9781435497634	Nail Technology Exam Review	\$32.99	
Network Support Services	B0078000	Required	Uniform:	2 Program Shirts + ID	\$33.35	
		C	9780071795128	Comptia A+ Certification All-in-One Exam Gd 8th	\$58.73	

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		S	9780470948453	MS Windows 7 Configuration Exam 70-680	\$39.72	
New Medica Technology	B0077400	Required	Uniform:	2 Program Shirts + ID	\$33.35	
			9780071795128	v.2 Site Development Associate	\$49.03	
			9780470948453	v.2 Internet Business Associate	\$38.61	
Patient Care Technician		Required	Uniform:	2 Sets of Scrubs + 2 Program Patches + ID + Watch	\$77.89	
		C	37226	CAN Skills Made Easy	\$24.92	
		C	9781616690397	BLS Healthcare Provider	\$15.80	
		C	9781605476353	LWW Text for Nursing Assistant	\$68.69	
		C	9781605476360	LWW Workbook for Nursing Assistant	\$31.29	
Plumbing Technology	460512	Required	Uniform:	2 Program Shirts + ID + Safety Glasses	\$50.65	
			9780136086376	NCCER Core Curriculum with Floor Plans	\$61.30	
			9780132921435	NCCER Plumbing Level 1	\$92.13	
			9780131091832	NCCER Plumbing Level 2	\$114.24	
			9780132273015	NCCER Plumbing Level 3	\$112.81	
			9780132273053	NCCER Plumbing Level 4	\$112.49	
Web Development		Required	Uniform & Books:	2 Program Shirts + ID	\$33.35	
			9780742331310	Internet Business Associate	\$46.74	
			9780742331341	Site Development Associate	\$46.74	
			9780321840714	Adobe Photoshop CS6 Learn by Video	\$51.61	
			9780321840370	Adobe Dreamweaver CS6 Learn by Video	\$46.22	

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Welding Technology	I480500	Required	Uniform:	2 Program Shirts + Welding Sleeves + Welding + Bib + Safety Glasses + ID	\$99.75	
		C	Hobart: EW459	Blueprint Reading for Welders & Fitters	\$26.05	
		C	Hobart: EW342	Symbols for Welding	\$24.08	
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