

Course Name and Number	Book Title	ISBN # and description	List Price	Our Cost
A101 Principals of Accounting I	College Accounting 13th Edition	9780077887001 Text/Workbook/Connect registration card bundle	\$ 146.65	\$ 117.32
	Instructor Manual	978-0077430450		
A104 Accounting for Hospitality Professionals	Accounting and Financial Analysis in the Hospitality Industry	9780132458665	\$ 87.00	\$ 65.25
	Instructor Resources online only			
B101 Medical Terminology/ Anatomy and Physiology I and B102 Medical Terminology/ Anatomy and Physiology II	The Language of Medicine, 9th edition	ISBN: 978-1-4377- 0570-6 Author: Chabner Copyright: 2011 Reading Level: 12th grade	\$ 76.95	\$ 52.33
	Teach instructor resource lesson plans	Evolve resources available online	No cost	No cost
C101 Computer Applications for Allied Health Professionals	Gregg College Keyboarding & Document Processing, Lessons 1-60, 11th edition NONCONSUMMABLE	9780077356606	\$ 128.44	\$ 102.75
	Instructor Resources online only			
	GDP 11e Online Software Student Registration Card	9780077319441	\$ 60.00	\$ 48.00
	Basic Keyboarding for the Medical Office Assistant, 3 rd Edition NONCONSUMMABLE	1401811892	\$ 92.95	\$ 55.77

	Instructor Manual	1401811906		
	Synapse EHR1.1 An Electronic Charting Simulation	1435498178	\$ 22.95	\$ 13.77
C102 Introduction to Computers	Gregg College Keyboarding & Document Processing, Lessons 1-60, 11th edition NONCONSUMMABLE	9.78008E+12	\$ 116.10	\$ 92.88
	Instructor Resources online only			
	GDP 11e Online Software Student Registration Card	9780077319441	\$ 56.25	\$ 45.00
C103 Introduction to Software: Word and Excel	Microsoft Office Excel 2010: A Lesson Approach, Complete	9780077331214	\$ 73.75	\$ 59.00
	Microsoft Office Word 2010: A Lesson Approach, Complete	9780073519296	\$ 73.75	\$ 59.00
C104 Computer Applications for Nursing	Nursing Documentation Using Electronic Health Records, with Connect access code	9780077874940	\$ 70.63	\$ 56.50
	Online resources only			
C108 Spreadsheet Application Lab (EXCEL)	Microsoft Office Excel 2010: A Lesson Approach, Complete	9780077331214	\$ 73.75	\$ 59.00

C103/C108/C109/ C111/C112	SimNet for Microsoft Office 2010 Office Suite Registration Card	9780073516493 This card is only to be purchased the <u>first time</u> a student enters one of these classes	\$ 59.38	\$ 47.50
	Online resources available			
C109 Database Management (ACCESS)	Microsoft Office Access 2010: A Lesson Approach, Complete	9780077331245	\$ 73.75	\$ 59.00
C110 Computer Medical Applications & EHR Lab	Electronic Health Records, 2nd Edition	9780077897109	\$ 72.19	\$ 57.75
	Instructor Resources	available online only- access information in course outline		
	Computers in the Medical Office, 7th edition with Connect access code	9780077456849	\$ 130.94	\$ 104.75
	Instructor Resources	0077390601		
C111 Word Processing Applications (WORD)	Microsoft Office Word 2010: A Lesson Approach, Complete	9780073519296	\$ 73.75	\$ 59.00
C112 Computer Graphics (POWERPOINT)	Microsoft Office PowerPoint 2010: A Lesson Approach, Complete	9780077331191	\$ 73.75	\$ 59.00
C115 Integrated Office Applications	GO! With Office 2010 Integrated	1256541249	\$ 111.33	\$ 83.50
Cosmetology	Milady Standard Cosmetology 2012 Edition	978-14390-5929-6	\$ 104.95	\$ 62.97
	Instructor Resources available electronically at the campus			\$ -

CA101 Culinary Fundamentals CA102 Culinary Skills CA104 Nutrition and Purchasing Fundamentals CA105 Culinary Specialties: Bakeshop and Healthy Cooking CA107 Food Service Operations CA108 Culinary Specialties: Catering, Regional and International Cooking	Culinary Package- Cooking Dorsey Schools Package includes: 1. On Cooking 4th ed. 2. On Cooking Study Guide 3. Applied Math for Food Service 4. Welcome to Culinary School 5. Management/International Packs 6. ServSafe Essentials 7. My Culinary Lab	1256482951		\$174.65
CA104 Nutrition and Purchasing Fundamentals	Managefirst Nutrition with Pencil/Paper Exam Managefirst Nutrition Test Prep Guide	558318754	\$ 46.67	\$ 35.00
CA107 Food Service Operations	Managefirst Controlling Foodservice Costs w/ Pencil/Paper Exam and Managefirst Controlling Foodservice Costs w/ Test Prep Guide	558318762	\$ 46.67	\$ 35.00
All DA Program Starts	Dental Assisting Coloring Book, 1st Edition	978-1-4390-5931-9	\$29.49	\$11.80

DA101, DA102, DA103, DA104, DA105, DA110, DA111, DA112, DA113, and DA120	Modern Dental Assisting, 10 th Edition and Student Workbook to Accompany Modern Dental Assisting, 10th Edition	978-1-4377-2733-3 textbook/workbook/ pocket guide bundle	\$ 94.95	\$ 64.57
	Dental Instruments: A Pocket Guide, 3 rd Edition This Guide is used in DA111, 112 and 113 only			
	Instructors manual	978-1-4377-2728-9		
DA106	The Administrative Dental Assistant, 3rd Edition; Gaylor, Saunders Elsevier 2012	9781437713619 text/workbook bundle	\$ 83.84	\$ 57.01
	Instructor's manual			

DA114	Radiology for the Dental Professional, 9 th Edition and Radiology for the Dental Professional Study Guide	978-03230-64002 textbook/study guide bundle	\$ 84.95	\$ 57.77
	Instructor resources available online only			
DA120	Success! in Dental Assisting, 2 nd Edition	558833268	\$ 54.19	\$ 40.64
	Instructor resources available online only			
E101 English	The Basics of English 3rd Edition	0-538-72882-5	\$ 56.95	\$ 34.17
	Instructor Manual	0-538-72923-6		
E102 Business Communications	BCOM, 4th edition	9781133372431	\$ 64.95	\$ 38.97
	Your Career: How to Make it Happen, 8th edition	9781111572310	\$ 94.95	\$ 56.97
	Instructor Resources available online only			
E105 Professional Communications	The Mastering of Public Speaking, 7 th Ed	0558940552	\$ 107.60	\$ 80.70
	Instructor's Resource Classroom Kit Volume I	205697941		
	Instructor's Resource Classroom Kit Volume II	020569795X		
	Instructor's Resource Classroom Kit CD ROM	0205752136		
E106 Professionalism in Nursing	Professionalism in Health Care 3rd edition	0558814999	\$ 50.00	\$ 37.50
	Instructor Resources available online only			

HOS101 Discovering Hospitality and Tourism	Discovering Hospitality and Tourism, 2nd Edition	0558940439	\$ 105.00	\$ 78.75	
	Instructor resources available online only				
HOS 102 FoodService Professional	Presenting SERVICE, The Ultimate Guide for the Foodservice Professional, 2nd Edition	978-0-471-47578-1	\$ 73.95	\$ 57.00	
	Instructor resources available online only				
	ServSafe Alcohol, Fundamentals of Responsible Alcohol Service	0558940455		\$ 21.00	
	No instructor resources available				
HOS 103 Managing Hotel Operations	Check-In Check-Out Managing Hotel Operations, 8 th Edition	0558940463		\$ 78.75	
	Instructor resources available online only				
HOS 104 Restaurant Management	Manage First: Hospitality and Restaurant Management Competency Guide	0558940471	\$ 42.67	\$ 32.00	
	No instructor resources available				
HOS 105 Foodservice Cost Control and Sanitation	Manage First: Controlling Foodservice Costs Competency Guide	135072387	\$ 46.67	\$ 35.00	
	No instructor resources available				
	ServSafe Essentials, 5 th Edition	135107423		\$ 43.30	

	No instructor resources available			
HOS 106 MEEC Industry	The Meetings, Expositions, Events and Conventions An Introduction to the Industry, 2 nd Edition	0558940501		\$ 71.40
	Instructor resources available online only			
HVAC 101 Fundamentals of HVAC HVAC 102 Electricity HVAC 104	Fundamentals of HVAC/R with MyHVAC Lab	1256338273		\$ 106.00
	Instructor resources available online only			
HVAC 114 Blueprints, Weatherization and Sustainability	Introduction to Weatherization Trainee Guide	9780132166997	\$ 25.00	
	Weatherization Technician, Level One Trainee Guide	9780132569576	\$ 62.00	
	Your Role in the Green Environment Trainee Guide	9780136023036	\$ 25.00	
	Blueprints & Plans for HVAC, 3rd edition	9781428335202	\$ 142.95	\$ 85.77
	Instructors Manual	9781428335219		
HVAC 118 EPA Standards, Testing, Adjusting and Balancing	HVAC Testing, Adjusting and Balancing MANUAL	9780070241848		\$ -
	EPA Certification text			

KT 101/KT102 Computer Keyboarding Lab I/II	Gregg College Keyboarding & Document Processing, Lessons 1-60, 11th edition NONCONSUMMABLE	9.78008E+12	\$ 128.44	\$ 102.75
	Instructor Resources online only			
	GDP 11e Online Software Student Registration Card	9780077319441	\$ 56.25	\$ 45.00
KT102 Computer Keyboarding Lab II	Gregg Reference Manual 10th Edition	9780073397108	\$ 71.25	\$ 57.00
KT103 Specialized Computer Document Processing III	Gregg College Keyboarding & Document Processing, Lessons 61-120	0-07-7356551 KIT 2 - 3 books w/ CD (students Do Not keep this Kit)	\$ 116.10	\$ 92.88
	Instructor Resources online only			
KT109 Advanced Medical Transcription	Advanced Medical Terminology and Transcription 3rd Edition	1401833489	\$ 127.95	\$ 76.77
	Instructor Manual	1401833500		
KT110 Legal Transcription	Legal Transcription, 3rd Edition	978-1-56118-671-6 Student Text w/ Disk	\$ 99.95	\$ 74.96
	Instructor Manual	1-56118-672-4		
KT111 Legal Office Procedures	Legal Office Projects 2nd Edition	0-538-72933-3	\$ 69.95	\$ 41.97
	Instructor Manual	0-538-72931-7		

L101 Business Law	Essentials of Business Law, 7th Edition	0-07-3377058	\$ 71.00	\$ 56.80
	Instructor Manual	0-07-3054283		
L103 Legal Terminology	Legal Studies: Terminology and Transcription	0-538-43722-7	\$ 114.95	\$ 68.97
	Instructor CD ROM	0-538-43723-5		
M101 Business Math	Practical Math Applications 2nd Edition	0-538-727721	\$ 86.95	\$ 52.17
	Instructor Resource Instructor Resource CD	0-538-72773X 0-538-72904X		
MA106 Health History and Physical Measurements Lab MA107 Surgical Asepsis and Pharmacology MA108 Urinalysis, Chemistry and Hematology MA109 Electrocardiography Radiology & Physical Therapy	Clinical Procedures for Medical Assistants 8th Edition	978-1-4377-1999-4 student text/workbook bundle	\$ 102.00	\$ 69.36
	Instructor Resource w/ CD	9781437723878		
	NCCT Review Book and Test - Medical Assistant* *Order only one copy for instructor, if requested	Call or email Barbie (866)817-2077 or barbie@ncctinc.com		\$ 39.95
MA110 MA111 Anatomy and Physiology I/II	The Human Body in Health and Disease TEXTBOOK	978-0-323-05492-8	\$ 52.95	\$ 36.01
	The Human Body in Health and Disease STUDY GUIDE	978-0-323-05487-4	\$ 27.95	\$ 19.01
	Instructor Manual	978-0-323-05494-2		
MA112 Medical Office Administration	Kinn's The Administrative Medical Assistant, 7th edition	978-1416-054351 student text/study guide	\$ 95.95	\$ 66.21

	Instructor Manual Lesson Plan Manual	1-4160-42555 1-4160-42601		
MA121 Medical Assisting Capstone	Medical Assisting Review, 4th Edition (RMA, CMA), with Connect access code	9780077866006	\$ 89.69	\$ 71.75
	No instructor resources available for this text			
ME065 Medical Workplace Skills	Basic College Mathematics 2nd edition	77388852		\$ -
	Instructor Resource	978-007-335806-2		
	Job Searching Fast & Easy	1-4180-4272-2 text only - instructor resources online (see course outline)	\$ 24.95	\$ 14.97
ME101 Medical Terminology	Medical Terminology 350	00914901-12-5 Student Text/Workbook		\$ 23.00
	Instructor Resource Package	0-914901-16-8		\$ 149.00
	Stedman's Medical Dictionary for the Health Professions and Nursing, 7th edition (dictionaries should be distributed to students after taking their 350 exam)	9781608316922		\$ 25.17
ME104	Understanding Health Insurance, 10th edition	1111198454 text/workbook bundle	\$139.95	\$ 83.97
	Instructor Resource	1111035210		
	eThomas - School Thomas 2nd edition	no ISBN student text		\$ 29.95
	Instructor Manual	no ISBN		\$ 74.95

Medical Insurance Records	2012 ICD-9-CM, Volumes 1, 2 & 3 HCPCS Level II and CPT (Current Procedural Terminology) Standard Edition NON CONSUMMABLE	978-1455779482 3 text bundle	\$ 218.47	\$ 148.56
ME106 Advanced Medical Coding	Understanding Health Insurance, 10th edition	1111198454 text/workbook bundle	\$139.95	\$ 83.97
	Instructor Resource	1111035210		
	2012 ICD-9-CM, Volumes 1, 2 & 3 HCPCS Level II and CPT (Current Procedural Terminology) Standard Edition	978-1455779482 3 text bundle	\$ 218.47	\$ 148.56
	The Next Step 2012	9781455726127 text/workbook bundle	\$106.11	\$ 72.15
	Instructor Resource Manual	978-1-4377-1441-8		
	Gregg Reference Manual 10th Edition	9780073397108	\$ 71.25	\$ 57.00
ME108 Hospital and Institutional Billing and Coding	Understanding Hospital Billing and Coding, 2nd edition	978-143772-2512	\$ 74.95	\$ 50.97
	Instructor Resources available online only			
	The Next Step Used in ME106	978-1-4377-1689-4 text/workbook bundle		\$ -
	Instructor Resource Manual	978-1-4377-1441-8		

	NCCT Review Book and Test - Insurance Coding Specialist* *Order only one copy for instructor, if requested	Call or email Barbie (866)817-2077 or barbie@ncctinc.com		\$ 39.95
MG101 Workplace Skills	Practical Problems in Mathematics for Heating and Cooling Technicians, 5th edition	9781428324282	\$ 55.99	\$ 33.59
	Instructor Resources online only	9781428324299		
	Gregg College Keyboarding & Document Processing, Lessons 1-60, 11th edition NONCONSUMMABLE	9780077356606	\$ 128.44	\$ 102.75
	Instructor Resources online only			
	GDP 11e Online Software Student Registration Card	9780077319441	\$ 56.25	\$ 45.00
MG106 Interpersonal Skills	Psychology of Success 5th edition	0-07-337517-9	\$ 67.60	\$ 54.08
	Instructor Manual	0-07-829977-2		
	Calming Upset Customers 4th edition	1426018347	\$ 14.95	\$ 14.95
MG111	Marketing "The Core" 4th Edition	978-0-07-811206-5		\$ -
	Instructor's Survival Kit (ISK): In-Class Activities and Product Props in a box	9780077324759		

Introduction to Marketing	ISK IN-CLASS ACT Guide CD to accompany Marketing:	9780077324765		
	Instructor's CD-ROM	9780077324773		
	Video DVD	9780077324827		
MG114 Human Resources in the Hospitality Industry	Manage First: Human Resources Management and Supervision	055894051X	\$ 46.67	\$ 35.00
	No instructor resources available			
MG115 Organizational Behavior in the Hospitality Industry	Organizational Behavior for the Hospitality Industry	132447371	\$ 119.00	\$ 89.25
	Instructor resources available online only			
Manicuring	Milady's Standard Nail Technology, 6th Edition	978-1-4354-9768-9	\$ 102.95	\$ 61.77
	Instructor resources available electronically at the campus			\$ -
NUR101 Lifespan Health Care and Assessment NUR102 Lifespan Health Care and Assessment Clinical NUR103 Practical Nursing Fundamentals I NUR104 Practical Nursing Fundamentals I Clinical NUR105 Practical Nursing Fundamentals II NUR106	Comprehensive Nursing Care 2nd edition	0558815014 student text, workbook and realnursing skills access pkg.	\$ 125.07	\$ 93.80
	Instructor Resources available online only			
	Nursing Process: Concepts and Application, 2nd Edition	9781401819897	\$ 59.95	\$ 35.97
	Instructor Resources	9781401819927.00		
	Mosby's Guide to Nursing Diagnosis 3rd edition	9780323071727	39.95	\$ 27.17
	Mosby's Guide for Nurses with 2010 Update 9th edition	9780323067034	\$ 39.95	\$ 27.17

Practical Nursing Fundamentals II Clinical NUR111 Medical/Surgical Nursing I NUR112 Medical/Surgical Nursing I Clinical NUR113 Medical/Surgical Nursing II NUR114 Medical/Surgical Nursing II Clinical NUR120 Practical Nurse Capstone	Evolve resources available online only			
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	Mosby's Diagnostic and Laboratory Test Reference 10th edition	9780323074056	\$ 48.95	\$ 33.29
	Comprehensive Review for NCLEXP 4th edition	9781416047308	\$ 45.95	\$ 31.25
	Evolve instructor resources available online only			
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NUR105 Practical Nursing Fundamentals II	Comprehensive Review for NCLEXP 4th edition	9781416047308	\$ 45.95	\$ 31.25
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NUR107 Applied Math for Nursing/Dosages and Calculations	Math and Dosage Calculations for Medical Careers 4th edition	0077460383	\$ 98.33	\$ 73.75
	Instructor Resource CD	9780077238155		
NUR108 Phamacology/Medication Delivery	Roach's Introductory Clinical Pharmacology 9e	9781608318827 textbook/study guide pkg.	\$ 91.95	\$ 73.56
	Instructor resources available online at			

NUR109 Geriatric Nursing and NUR110 Geriatric Nursing Clinical	Basic Geriatric Nursing, 5th edition	978-0-323-052436	\$ 36.95	\$ 25.13
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	Mosby's Guide to Nursing Diagnosis 3rd edition	9780323071727	\$ 39.95	\$ 27.17
	Mosby's Guide for Nurses with 2010 Update 9th edition	9780323067034	39.95	\$ 27.17
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	Mosby's Diagnostic and Laboratory Test Reference 10th edition	9780323074056	48.95	\$ 33.29
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	Instructor resources available online at			
NUR115 Maternal/Newborn Nursing and NUR116 Maternal/Newborn Nursing Clinical	Maternal Newborn Nursing Care	0558784909	51.95	\$ 38.96
	Instructor Resources available online only			
	Mosby's Guide to Nursing Diagnosis 3rd edition	9780323071727	39.95	\$ 27.17
	Mosby's Guide for Nurses with 2010 Update 9th edition	9780323067034	39.95	\$ 27.17
	Evolve instructor resources available online only			
	Mosby's Diagnostic and Laboratory Test Reference 10th edition	9780323074056	48.95	\$ 33.29
NUR117 Pediatric Nursing and NUR118	Pediatric Nursing Care	1256602515	\$ 53.95	\$ 40.46
	Instructor Resources available online only			

PC101/PC102/ PC103/PC104 Patient Care Technician I/II/III/IV	Assisting with Patient Care, 2nd Edition	0-323-02662-1 Student Text/Workbook	\$ 71.95	\$ 48.93
	Instructor Manual	0-323-02679-6		
	NCCT Review Book and Test - Patient Care Technician* *Order only one copy for instructor, if requested	Call or email Barbie (866)817-2077 or barbie@ncctinc.com		\$ 39.95
PC107 Introduction to Dialysis Patient Care PC108 Nephrology and the Patient PC109 Dialysis and Machines	Review of Hemodialysis for Nurses and Dialysis Personnel, 7th edition	978-0323-028714	\$ 55.95	\$ 38.05
	INSTRUCTOR RESOURCES NOT AVAILABLE			
	Dialysis Technology: A Manual for Dialysis Technicians, 3 rd Edition	No ISBN	\$ 62.00	\$ 62.00
	Instructor Resource Only - A Study Guide for Dialysis Technologists, 3rd edition	No ISBN	\$ 34.00	\$ 34.00
PHT101	Mosby's Pharmacy Technician Principals and Practice, 3rd Edition	978-1-4377-0672-7 Student Text/Workbook	\$ 69.95	\$ 47.57
	Lesson Plan Manual	1-4160-3785-3		

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	Lesson Plan Manual	1-4160-3785-3		
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<p>PHT103 Pharmacy Calculations</p>	<p>Math for the Pharmacy Technician: Concepts and Calculations with CDROM</p>	007-729050-X	\$ 56.40	\$ 45.12
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		Instructor resources available electronically at the campus		\$ -
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	Dental Assistant	Patient Care Technician	
	Practical Nurse (receive Netbooks in their first module of training)		