

Medical Assisting Program Textbook List

Course	ISBN	Description	Publisher	Author	Year
Orientation	9780803629776	Taber's Cyclopedic Medical Dictionary	FADAVI	Donald Venes	2013
Orientation	9781133158998	BUNDLE: MA Administrative & Clinical Competencies + WKBK + e-Medsys	CENGAGE	Blesi, et al.	2011
		IN BUNDLE: 9781111135126 MA Administrative & Clinical Competencies Textbook	CENGAGE	Blesi, et al	2011
		IN BUNDLE: 9781111135140 MA Administrative & Clinical Competencies Workbook	CENGAGE	Blesi, et al	2011
		IN BUNDLE: 9781439055854 Total Practice Management WKBK: Using e-Medsys	CENGAGE	Brasin, et al	2009
Orientation	9781111543273	Medical Terminology for Health Professionals (Textbook)	CENGAGE	Ehrlich / Schroeder	2013
Orientation	9780538495394	CLASS SET: Keyboarding Course, Lessons 1-25	CENGAGE	VanHuss, et al.	2011
Orientation	274-7924	Stethoscope: Baum Sprague Rappaport 30" Dual Head	HENSCH		
Orientation	1126077	Blood Pressure Cuff (sphygmomanometer)	HENSCH		
Orientation	/LAB-ITEM-MISC	SJVC Uniform Patches	CENVAL		
HCP103	9781455707522	CLASS SET: The Practice Step 2012: Facility-based Coding Cases	HARBRA	Carol J. Buck	2012
HCP103	9781455752584	2013 ICD-9-CM Volumes 1-3 (PE) + HCPCS Level II (SE) + CPT (PE)	HARBRA	Carol J. Buck	2013
		IN SET: 9781455745715 ICD9 Volumes 1-3 Professional Edition	HARBRA	Carol J. Buck	2013
		IN SET: 9781455745289 HCPCS Level II Standard Edition	HARBRA	Carol J. Buck	2013
		IN SET: 2013 CPT Professional Edition Package	HARBRA	Carol J. Buck	2013
HCP103	9781455756247	HIPAA Online	HARBRA	Saunders	2013
MAP105	A40021	Blood Collection Pocket Cards Set	BDEDUC	Becton, Dickinson and Company (BD)	2004
MAP105	9781616690397	BLS for Healthcare Providers	LAEDAL	American Heart Association	2010
MAP105	9781616690182	Heartsaver First Aid	LAEDAL	American Heart Association	2010
MAP105	1721288	CPR Micromask	HENSCH		
MAP115	9781111131821	Principles of Pharmacology for Medical Assisting	CENGAGE	Jane Rice	2010
MAP202	9781285328492	BUNDLE: MS Office 2010 for Medical Professionals	CENGAGE	Beskeen, et al.	2010
		IN BUNDLE: 9781111820992 MS Office for Medical Professionals: Illustrated	CENGAGE	Reding / Wermers	2010
		IN BUNDLE: 9781439078495 MS Outlook 2010: Introductory	CENGAGE	Duffy / Cram	2010

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MAP225	9781133070863	BUNDLE: Medical Assisting Exam Review: Preparation	CENGAGE	J. P. Cody, et al.	2010
		IN BUNDLE: 9781401878153 Medical Assisting Exam Review Online	CENGAGE	Mixed Media	2010
		IN BUNDLE: 9781435498693 Medical Assisting Exam Review Textbook	CENGAGE	J. P. Cody	2010

Medical Office Program Textbook List

Course	ISBN	Description	Publisher	Author	Year
Orientation	9781133158981	BUNDLE: Medical Assisting: Admin and Clinical Comp + Workbook	CENGAGE	Blesi, et al.	2011
		IN BUNDLE: 9781111135126 Medical Assisting: Admin & Clinical Comp - Text	CENGAGE	Blesi, et al.	2011
		IN BUNDLE: 9781111135140 Medical Assisting: Admin & Clinical Comp - WKBK	CENGAGE	Blesi, et al.	2011
Orientation	9781455751969	BUNDLE: 2013 Step-by-Step Medical Coding Text + Workbook	HARBRA	Carol J. Buck	2013
		IN BUNDLE: 9781455744657 Step-by-Step Medical Coding Text	HARBRA	Carol J. Buck	
		IN BUNDLE: 9781455744893 Step-by-Step Medical Coding Workbook	HARBRA	Carol J. Buck	
Orientation	9780803629776	Taber's Cyclopedic Medical Dictionary	FADAVI	Donald Venes	2013
Orientation	9781111543273	Medical Terminology for Health Professionals (Textbook)	CENGAGE	Ehrlich / Schroeder	2013
Orientation	9781285038629	BUNDLE: Medical Office Practice Portfolio + eMedsys	CENGAGE	Timme, et al.	2011
		IN BUNDLE: 9781435481435 Medical Office Practice	CENGAGE	Timme, et al.	2011
		IN BUNDLE: 9781439055854 Total Practice Management WKBK: Using e-Medsys	CENGAGE	Brasin, et al.	2009
Orientation	9781133425519	BUNDLE: Understanding Health Insurance: GDE/Reimb. Textbook + Workbook	CENGAGE	Rowell / Green	2012
		IN BUNDLE: 9781133283737 Understanding Health Ins: GDE/Reimb. Text	CENGAGE	Rowell / Green	2012
		IN BUNDLE: 9781133283751 Understanding Health Insurance: GDE/Reimb. WKBK	CENGAGE	Green / Hernandez	2012
Orientation	9780538495394	Keyboarding Course, Lessons 1 - 25	CENGAGE	VanHuss, et al.	2011
Orientation	9780538692748	Ten-Key Skill Builder	CENGAGE	William R. Pasewark	2000
Orientation	1126077	Blood Pressure Cuff (sphygmomanometer)	HENSCH		
Orientation	274-7924	Stethoscope: Baum Sprague Rappaport 30" Dual Head	HENSCH		
HCP103	9781455752584	2013 ICD-9-CM Volumes 1-3 (PE) + HCPCS Level II (SE) + CPT (PE)	HARBRA	Carol J. Buck	2013
		IN SET: 9781455745715 ICD9 Volumes 1-3 Professional Edition	HARBRA	Carol J. Buck	2013
		IN SET: 9781455745289 HCPCS Level II Standard Edition	HARBRA	Carol J. Buck	2013
		IN SET: 2013 CPT Professional Edition Package	HARBRA	Carol J. Buck	2013

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Course	ISBN	Description	Publisher	Author	Year
HCP103	9781455756247	HIPAA Online	HARBRA	Saunders	2013
HCP103	9781455733842	ICD-10-CM 2012 Draft Standard Edition	HARBRA	Carol J. Buck	2012
HCP103	9781455733859	ICD-10-PCS 2012 Draft Standard Edition	HARBRA	Carol J. Buck	2012
HCP103	9781455707522	The Practice Step 2012: Facility-based Coding Cases	HARBRA	Carol J. Buck	2012
HCP202	9781285328492	BUNDLE: MS Office 2010 for Medical Professionals	CENGAGE	Beskeen, et al.	2010
		IN BUNDLE: 9781111820992 MS Office for Medical Professionals: Illustrated	CENGAGE	Reding / Wermers	2010
		IN BUNDLE: 9781439078495 MS Outlook 2010: Introductory	CENGAGE	Duffy / Cram	2010
MOP110	9781616690397	BLS for Healthcare Providers	LAEDAL	American Heart Association	2010
MOP110	9781616690182	Heartsaver First Aid	LAEDAL	American Heart Association	2010
MOP110	1721288	CPR Micromask	HENSCH		
MOP130	9780073520896	Hospital Billing	MCGRAW	Magovern / Jurek	2009
MOP210	9781111658120	BUNDLE: Computerized Medical Office: Fundamentals and Practice	CENGAGE	Cindy Correa	2011
		IN BUNDLE: 9781435438477 Computerized Medical Office: Text + MOSS 2.0	CENGAGE	Cindy Correa	2011
		IN BUNDLE: 9781435438514 Computerized Medical Office: Workbook	CENGAGE	Cindy Correa	2011
MOP510	NCCT-2	NCCT: Review Book and Practice Test for Insurance and Coding Specialist	NATCEN	National Center for Competency Testing	

Business Administration Program Textbook List					
Course	ISBN	Description	Publisher	Author	Year
Orientation	9780538495387	Keyboarding and Word Processing Essentials, Lessons 1-55	CENGAGE	VanHuss, et al.	2011
Orientation	855558	Casio FX-260 SOLAR Scientific Calculator	STAPLES		
Orientation	9780538692748	Ten-Key Skill Builder for Calculators	CENGAGE	W. R. Pasewark	2000
ACT101	9781285997629	BUNDLE: Fundamentals of Accounting	CENGAGE		
		IN BUNDLE: 9781111581169 Fundamentals of Accounting	CENGAGE	Gilbertson /Lehman /Gentene	2013
		IN BUNDLE: 9781111579401 Red Carpet Manual Sim for Century 21 Accting	CENGAGE	Gilbertson	2013
		IN BUNDLE: 9781111581442 Working Papers for Fundamentals of Accounting	CENGAGE	Gilbertson /Lehman /Gentene	2013
ACT102	9781111579661	Authentic Threads Manual Simulation for Gilbertson/Lehman's Century 21	CENGAGE	Gilbertson	2013
BA210	9781111821227	Essentials of Business Communication	CENGAGE	M. E. Guffey	2009
BUS102	9780077825270	Practical Business Math Procedures with Handbook, Student DVD, WSJ Insert	MCGRAW	Slater	2013
BUS102	9780077327958	Electronic Calculator Guide to accompany Practical Business Math Procedures	MCGRAW	Slater	2010
BUS160	9780538731096	Integrated Business Projects	CENGAGE	Olinzock, Arney & Skean	2010
BUS160	9780132624664	Professionalism: Skills for Workplace Success	PREHLL	Lydia Anderson and Sandra Bolt	2012
BUS170	9780538476812	Understanding Business Strategy Concepts Plus	CENGAGE	Ireland, Hoskisson, Hitt	2011
BUS180	9781133190110	MKTG 6	CENGAGE	Lamb, Hair, McDaniel	2012
BUS400	9780538496896	Entrepreneurship: Ideas in Action with CD ROM	CENGAGE	Cynthia L. Green	2012
CMP101	9780132917803	BUNDLE: Exploring Word & Exploring PowerPoint 2010, Comprehensive	PREHLL	Grauer/Barber	2011
		IN BUNDLE: 9780135104408 Exploring Word, 2010 Comprehensive	PREHLL	Grauer/Barber	2012
		IN BUNDLE: 9780135091005 Exploring PowerPoint 2010, Comprehensive	PREHLL	Grauer/Barber	
CMP101	9780558849146	MyITLab 2-year Custom Access Code	PREHLL		
CMP102	9780132913133	BUNDLE: Exploring Excel & Access 2010, Comprehensive	PREHLL	Grauer	2011
		IN BUNDLE: 9780135098592 Exploring Excel 2010, Comprehensive	PREHLL	Grauer/Sheeren	
		IN BUNDLE: 9780135098257 Exploring Access 2010, Comprehensive	PREHLL	Grauer/Lockley	
CMP102	9780558849146	MyITLab 2-year Custom Access Code	PREHLL		
HR100	9780538453158	Human Resource Management	CENGAGE	Mathis/Jackson	2007
HR100	9781111529703	Study Guide for Mathis/Jackson's Human Resource Management	CENGAGE	Mathis/Jackson	2012

General Education Textbook List

Course	ISBN	Description	Publisher	Author	Year
ECON1	9780538453080	Essentials of Economics	CENGAGE	Gregory Mankiw	2009
ECON1	9780324015751	How to Think Like an Economist	CENGAGE	Roger Arnold	2004
ENG121	9781111722999	Sundance Choice	CENGAGE	Mark Connelly	2010
ENG121	9780205903610	Quick Access Reference for Writers	PREHLL	Troyka/Hesse	2013
ENG121	9781133946687	Evergreen: A Guide to Writing with Readings	CENGAGE	Susan Fawcett	2014
MTH122	9780321613363	Intermediate Algebra	PREHLL	Bittinger	2011
NSC1	9781118185261	The Sciences, An Integrated Approach	JOHWIL	Trefil/Hazen	2012
PHIL1C	9781133308911	ETHICS (with CourseMate Printed Access Card)	CENGAGE	Van Camp	2013
PSY1	9780078035289	PsychSmart	MCGRAW	NA	2011
SOC1	9780078026720	Sociology: A Brief Introduction	MCGRAW	Richard T. Schaefer	2013
SPC1A	9780495911340	Challenge of Effective Speaking	CENGAGE	Verderber /Verderber /Sellnow	2012