

Course List	<u>Term</u> 2022BNEW	<u>Campus</u> NEWTON CAMPUS	<u>Location</u> NEWTON CAMPUS
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DEPARTMENT
ACCT - ACCOUNTING

COURSE: 1101 & 1105 Financial Accounting COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
WILD / eBook Access Card 180 Days for 1 Semester for Fundamental Accounting Principles	978-1-264-20154-9	NO / / 25	Required	\$65.00	\$48.75
Wild / LL Fundamental of Accounting Principles 25 Ed	978-1-260-78020-8	NO / 21 / 25	Required	\$175.00	\$131.25

COURSE: 1120 Spreadsheet Applications COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
Freund/Starks / Bundle Shelly Cashman Microsoft Office 365 & Excel 2016: Comp LL Mindtap	978-1-337-21176-5	NO / 17 /	Required	\$178.00	\$133.50

COURSE: 1125 COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
CRUZ / LL FUNDAMENTALS OF TAXATION 2021	978-1-260-43373-9	NO / 21 / 14	Required	\$168.00	\$126.00

COURSE: 1130 Payroll Accounting COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
LANDIN / LL PAYROLL ACCOUNTING 2021	978-1-260-48122-8	NO / 21 / 7	Required	\$190.00	\$142.50

COURSE: 2140 COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
KUBASEK / DYNAMIC BUSINESS LAW ESSENTIALS (LL)(W/OUT ACCESS CARD)	1-264-07672-X	LL / 21 / 5	Required	\$164.00	\$123.00

COURSE: 2160 COMMENT:

SECTION 1 INSTRUCTOR

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
MINTZ / ETHICAL OBLIGATIONS & DECISION MAKING IN ACC(LL)(W/OUT ACCESS CARD)	1-260-48085-2	HB / 20 / 5	Required	\$165.00	\$123.75

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT
ALHS - ALLIED HEALTH

COURSE: 1011 Anatomy and Physiology **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Scanlon / Essentials of Anatomy and Physiology			978-0-8036-6937-6	NO / 18 / 8	Required	\$80.00	\$60.00
Scanlon / Student Workbook for Essentials of Anatomy and Physiology			978-0-8036-6938-3	PA / 18 / 8	Required	\$45.00	\$33.75

COURSE: 1090 MedTerm/Allied Health Sciences **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
FINNEGAN / MEDICAL TERMINOLOGY IN A FLASH!			0-8036-8953-5	PA / 20 / 4	Required	\$100.00	\$75.00

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT

BAFN - BANKING/FINANCE

COURSE: 1100 Intro/Banking and Finance

COMMENT:

SECTION 1 **INSTRUCTOR**

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
CENTER FINAN / BANKING SYSTEMS	978-1-285-09089-4	PA / 17 / 3	Required	\$83.50	\$62.75

COURSE: 1110

COMMENT:

SECTION 1 **INSTRUCTOR**

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)	0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75

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DEPARTMENT
BUSN - BUSINESS

COURSE: 1100 Introduction to Keyboarding		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
ROGGENKAMP / PARADIGM KEYBOARDING & APPL I (W/NEW ACCESS CARD)		978-0-7638-8901-2	PA / 20 / 7	Required	\$165.00	\$123.75
COURSE: 1190		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Gordon / Our Digital World eBook Cirrus - PDF		978-0-7638-8817-6	NO / /	Required	\$136.25	\$102.25
COURSE: 1240		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Rankin / Shumack's The Administrative Professional Technology & Procedures MindTap		978-1-305-58119-7	NO / / 15	Required	\$120.00	\$90.00
COURSE: 1440 Document Production		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Kapper / Keyboarding 61-120 text/Online Lab 2019		978-0-7638-8902-9	NO / /	Required	\$160.00	\$120.00
COURSE: 2190		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
PAGEL / PROOFREADING & EDITING PRECISION (W/CD ONLY)		0-538-45045-2	PA / 11 / 6	Required	\$79.50	\$59.50
COURSE: 2210 Applied Office Procedures		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Olinzock / BNDL INTEGRATED BUSINESS PROJECTS		978-1-305-42034-2	NO / /	Required	\$101.00	\$75.75
COURSE: 2220		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Beatty / Essentials of Business Law, Loose-leaf, 7th MindTap		978-0-357-53561-5	NO / / 7	Required	\$162.25	\$121.75

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT

COSM - COSMETOLOGY

COURSE: 1000 Intro to Cosmetology Theory

COMMENT:

SECTION 1 **INSTRUCTOR**

Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
GPTC COSMETOLOGY KIT 29929-COS	29929-COS	/ None /	Required	\$675.00	\$0.00
MILADY / MINTAP COSMETOLOGY, 4 TERM ACCESS CARD FOR MILADY STANDARD	1-305-63202-8	NB / 15 / 13	Required	\$255.00	\$191.25
MILDAY / Bundle Milady Standard Cosmetology, 13th MindTap , 4 term Printed Access Card	978-1-305-72193-7	NO / 16 / 13	Required	\$310.00	\$232.50

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT						
CRJU - CRIMINAL JUSTICE						
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Bohm / Introduction to Criminal Justice		978-1-260-81360-9	NO / 21 / 10	Required	\$130.00	\$97.50
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
SCHMALLEGER / CORRECTIONS IN THE 21ST CENTURY (LOOSE-LEAF)(W/OUT ACCESS CARD)		1-260-24106-8	PA / 20 / 9	Required	\$140.00	\$105.00
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
WALKER / POLICE IN AMERICA: AN INTRO (LL) (W/OUT ACCESS CARD)		1-260-80836-X	HB / 22 / 10	Required	\$120.00	\$90.00
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
PEAK / COMMUNITY & PROBLEM-ORIENTED POLICING		0-13-359010-0	PA / 18 / 7	Required	\$170.50	\$128.00
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
GARLAND / CRIMINAL LAW FOR THE CRIMINAL JUSTICE PRO(LL)(W/OUT ACCESS CARD)		1-260-83495-6	LL / 20 / 5	Required	\$130.75	\$98.25
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
POLLOCK / Ethical Dilemmas and Decisions in Criminal Justice, Loose-Leaf Version, 10th + M		978-1-337-60717-9	LL / 18 / 10	Required	\$121.50	\$91.25
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
WORRALL / CRIMINAL PROCEDURE: FROM FIRST CONTACT TO APPEAL (LOOSE-LEAF)		0-13-481760-5	PA / 19 / 6	Required	\$72.75	\$54.75
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Adler / Criminology		978-1-264-16960-3	NO / / 10	Required	\$135.00	\$101.25
COURSE:		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
TAYLOR / JUVENILE JUSTICE (LOOSE-LEAF) (W/OUT ACCESS CARD)		1-260-68607-8	PA / 20 / 5	Required	\$132.00	\$99.00

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT						
ECCE - EARLY CHILDHOOD ED						
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)		0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75
Gordon/Williams Browne / Bundle: Beginning Essentials in Early Childhood Education LL + Mindtap		1-305-61957-9	SW / 15 / 3	Required	\$107.00	\$80.25
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)		0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
Marotz / Bundle: Health, Safety, and Nutrition for the Young Child, Loose-leaf		978-0-357-25140-9	NO / 20 / 10	Required	\$107.00	\$80.25
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
MOONEY / THEORIES OF CHILDHOOD		1-60554-138-9	PA / 13 / 2	Required	\$25.00	\$18.75
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
EARLY MATH COL / BIG IDEAS IN EARLY MATHEMATICS EDUCATION (W/CD ONLY)		0-13-294697-1	PA / 13 /	Required	\$40.50	\$30.50
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
Allen/Cowdery / Bundle: The Exceptional child: Inclusion in Early Childhood Education, LL + Mind		1-337-15003-7	SW / 16 / 8	Required	\$107.00	\$80.25
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
GARTRELL / GUIDANCE APPROACH FOR ENCOURAGING CLASSROOM		1-133-93893-0	PA / 14 / 6	Required	\$140.00	\$105.00
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
HARMS / FAMILY CHILD CARE ENVIRONMENT RATING SCALE		0-8077-6301-2	SP / 19 / 3	Required	\$29.50	\$22.25
COURSE:		COMMENT:				
SECTION	1	<u>INSTRUCTOR</u>				
Description		<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
Kamp / How to Start and Run a Successful Home Daycare Business Tips from an Expert		1-983062-37-5	NO / /	Required	\$19.00	\$14.25

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DEPARTMENT
FOSC - FIRE OFFICER SCIENCE

COURSE: 1206

COMMENT:

<u>SECTION</u>	<u>INSTRUCTOR</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
<u>Description</u>	1					
SAFERSTEIN / CRIMINALISTICS		0-13-447759-6	PA / 18 / 12	Required	\$226.75	\$170.25

* Prices listed are estimates, and are subject to change without notice.

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DEPARTMENT						
HIMT - HEALTH INFO MANAGEMN						
COURSE: 1100		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75	
Sayles / Health Information Management Technology: An Applied Approach, Sixth Edition	978-1-58426-720-1	NO / / 6	Required	\$135.00	\$101.25	
COURSE: 1151		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
JOOS / INTRO TO COMPUTERS FOR HEALTHCARE PROFESSIONALS	1-284-19470-1	PA / 21 / 7	Required	\$89.00	\$66.75	
COURSE: 1200		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75	
Cengage / Cengage Unlimited, Multi-term (24 months) Printed Access Card	978-0-357-70005-1	NO / /	Required	\$240.00	\$180.00	
COURSE: 1250		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75	
Sayles / Health Information Management Technology: An Applied Approach, Sixth Edition	978-1-58426-720-1	NO / / 6	Required	\$135.00	\$101.25	
COURSE: 1410 Coding And Classif ICD Advance		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75	
AMA / ICD-10-PCs 2022: The Complete Official Codebook	1-64016-159-7	NO / /	Required	\$111.00	\$83.25	
Cengage / Cengage Unlimited, Multi-term (24 months) Printed Access Card	978-0-357-70005-1	NO / /	Required	\$240.00	\$180.00	
COURSE: 2300		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
OLDEN / MANAGEMENT OF HEALTHCARE ORGANIZATIONS	1-64055-043-7	PA / 20 / 3	Required	\$130.00	\$97.50	
COURSE: 2410		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75	
Davis/Doyle / Revenue Cycle Management Best Practices	978-1-58426-526-9	PA / 16 / 2	Required	\$100.00	\$75.00	
COURSE: 2460		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	

* Prices listed are estimates, and are subject to change without notice.

AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75
Carter/Shaw / Registered Health Information Technician Exam Preparation bundle w/ Exam Voucher	978-1-58426-722-5	NO / /	Required	\$379.00	\$284.25
Cengage / Cengage Unlimited, Multi-term (24 months) Printed Access Card	978-0-357-70005-1	NO / /	Required	\$240.00	\$180.00

COURSE: 2500 **COMMENT:**

SECTION 1 **INSTRUCTOR**

<u>Description</u>	<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
AHIMA / VLAB SUBSCRIPTION STUDENT	10214558	NO / /	Required	\$225.00	\$168.75
Cengage / Cengage Unlimited, Multi-term (24 months) Printed Access Card	978-0-357-70005-1	NO / /	Required	\$240.00	\$180.00
DAndrea / CCA Exam Prep bundled w/ Exam Voucher	978-1-58426-708-9	NO / /	Required	\$325.00	\$243.75

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT
MAST - MEDICAL ASST

COURSE: 1030

COMMENT:

<u>SECTION</u>	<u>1</u>	<u>INSTRUCTOR</u>					
<u>Description</u>			<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>	<u>Used</u>
VALLERAND / DAVIS'S DRUG GUIDE FOR NURSES			1-71964-005-X	PA / 21 / 17	Required	\$57.00	\$42.75
WATKINS / PHARMACOLOGY CLEAR & SIMPLE (W/NEW ACCESS CARD)			1-71964-474-8	PA / 22 / 4	Required	\$90.00	\$67.50

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT						
MGMT - MANAGEMENT						
COURSE:		1110 Employment Law		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
BENNETT-ALEXAN / EMPLOYMENT LAW FOR BUSINESS (LOOSE-LEAF)		1-260-03174-8	PA / 18 / 9	Required	\$164.00	\$123.00
COURSE:		1111 Employee Compensation & Benefits		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
NEWMAN / COMPENSATION (LOOSE-LEAF) (W/OUT ACCESS CARD)		1-260-48618-4	HB / 20 / 13	Required	\$140.00	\$105.00
COURSE:		1115 Leadership		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
HUGHES / LEADERSHIP (LOOSE-LEAF)		1-260-16765-8	PA / 19 / 9	Required	\$164.00	\$123.00
COURSE:		2115 Human Resource Management		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Waymaker / Human Resource Management (ebook)		978-1-64087-255-4	NO / /	Required	\$35.75	\$27.00
COURSE:		2120 Labor Management Relations		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Budd / Labor Relations Striking A Balance LL		1-260-51190-1	NO / / 6	Required	\$140.00	\$105.00
COURSE:		2125 Performance Management		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
AGUINIS / PERFORMANCE MANAGEMENT		0-13-255638-3	HB / 13 / 3	Required	\$180.00	\$63.00
COURSE:		2130 Employee Training & Development		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
NOE / EMPLOYEE TRAINING & DEVELOPMENT (LOOSE-LEAF)(W/OUT ACCESS CARD)		1-260-14034-2	PA / 20 / 8	Required	\$160.00	\$120.00
COURSE:		2135		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Waymaker / Business Communications		978-1-64087-228-8	NO / /	Required	\$35.00	\$26.25
COURSE:		2145		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
BARRINGER / PREPARING EFFECTIVE BUSINESS PLANS		0-13-350697-5	PA / 15 / 2	Required	\$85.75	\$64.50
COURSE:		2155 Quality Management Principles		COMMENT:		
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
EVANS / QUALITY & PERFORMANCE EXCELLENCE		1-305-66222-9	PA / 17 / 8	Required	\$189.50	\$142.25

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COURSE: 2205 Service Sector Management		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
TIMM / CUSTOMER SERVICE		0-13-305625-2	PA / 14 / 6	Required	\$129.00	\$96.75

COURSE: 2210 Project Management		COMMENT:				
SECTION	1	INSTRUCTOR				
Description		Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
LARSON / PROJECT MANAGEMENT: MANAGERIAL PROCESS(LL)(W/OUT ACCESS CARD)		1-260-73615-6	LL / 20 / 8	Required	\$164.00	\$123.00

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DEPARTMENT
MKTG - MARKETING

COURSE: 1100 Principles of Marketing		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)	0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75	
LAMB / MKTG 12 (W/NEW ACCESS CARD)	1-337-40758-5	PA / 19 /	Required	\$80.00	\$60.00	
COURSE: 1130 Business Regs and Compliance		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
Ashcroft / Bundle: Cengage Advantage Books: Law for Business, Loose-Leaf Version, 19th + Mi	978-1-305-93909-7	NO / 16 / 19	Required	\$135.00	\$101.25	
COURSE: 1190		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)	0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75	
COURSE: 1370		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
BABIN / CB 8 (W/NEW ACCESS CARD)	1-305-57724-8	PA / 17 /	Required	\$91.25	\$68.50	
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)	0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75	
COURSE: 2010		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
HODGETTS / SMALL BUSINESS MANAGEMENT	0-470-11126-7	PA / 05 /	Required	\$99.50	\$74.75	
COURSE: 2210		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
SCARBOROUGH / ESSENTIALS OF ENTREPRENEURSHIP & SMALL BUSINESS MGMT	0-13-474108-0	PA / 18 / 9	Required	\$250.00	\$187.50	
COURSE: 2300		COMMENT:				
SECTION	1	INSTRUCTOR				
Description	Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used	
CENGAGE / CENGAGE UNLIMITED (NEW ACCESS CARD ONLY) (4M)	0-357-69393-0	AC / 21 /	Required	\$73.00	\$54.75	

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT
PARA - PARALEGA STUDIES

COURSE: 1100 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
MILLER / PARALEGAL TODAY			1-337-41406-9	LL / 16 / 7	Required	\$151.00	\$113.25

COURSE: 1105 Legal Research&Legal Writing I **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
LexisNexis / Interactive Citation Blue Workbook			978-1-66330-060-7	NO / / 21	Required	\$82.00	\$61.50
Yelin / The Legal Research and Writing Handbook A Basic Approach for Paralegals			1-5438-2618-0	NO / / 9	Required	\$210.00	\$157.50

COURSE: 1125 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
BACIGAL / CRIMINAL LAW & PROCEDURE			1-133-59188-4	PA / 15 / 4	Required	\$143.00	\$107.25

COURSE: 1135 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
HOWER / WILL, TRUST, AND ESTATE ADMINISTRATION, LOOSE-LEAF VERSION			1-337-41411-5	LL / 16 / 8	Required	\$115.75	\$87.00

COURSE: 1140 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
OKRENT / TORTS AND PERSONAL INJURY LAW, LOOSE LEAF VERSION			1-337-41393-3	LL / 16 / 5	Required	\$115.50	\$86.50

* Prices listed are estimates, and are subject to change without notice.

DEPARTMENT
WELD - WELDING TECH

COURSE: 1010 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Bowditch / Bundle Mondern Welding Text and Common Cartridge, 2yr Key Code			978-1-64564-016-5	NO / / 12	Required	\$178.00	\$133.50
Bowditch / Modern Welding Workbook			978-1-63563-687-1	NO / / 12	Required	\$38.50	\$29.00

COURSE: 1030 **COMMENT:**

SECTION	1	INSTRUCTOR					
Description			Cat/ISBN/SKU	BD/CP/ED	Req/Rec/Opt	New	Used
Walker/Polanin / Bundle- Welding Print Reading Text Common Cartridge 2yr Key Code			978-1-64564-158-2	NO / / 7	Required	\$145.00	\$108.75

*** Prices listed are estimates, and are subject to change without notice.**