

TEXTBOOK LIST BY PROGRAM--WVJC CHARLESTON AUGUST 2018

BUSINESS ADMINISTRATION

<u>Course Name</u>	<u>Course Name and Number</u>	<u>Textbook Title</u>	<u>Author</u>	<u>Year</u>	<u>Publisher</u>	<u>ISBN</u>	<u>Cost</u>
Accounting	ACC 101 Accounting	College Accounting	James Hence, Robert Parry	2011	Cengage	978-0-538-74522-2	
Business Law	BLW 201 Business Law	Law for Business	Ashcroft	2011	Cengage	9780324786538	\$80.00
Computerized Accounting	CAC 201 Computerized Accounting	QuickBooks Fundamentals Learning Guide 2014/2015	Biofore	2014	Quickbooks	9780991100231	\$79.95
Fundamentals of Taxation	TAX 201 Fundamentals of Taxation	Income Tax Fundamentals 2017 (with H&R Block at Home CD-ROM),	Whittenburg/Altus-Buller/Gill	2017	Cengage	9781305872738	\$125.00
Human Resource Management	HRM 201 Human Resource Management	HR 3 (with CourseMate, 1 term (6 months) Printed Access Card)	DeNisi/Griffin	2016	Cengage	9781285867571	\$59.96
Introduction to Business	BUS 101 Introduction to Business	Business Now	Amit J Shah	2011	McGraw-Hill	978-0-07-337728-5	
Management Concepts and Practices	MCP 201 Management Concepts and Practices	Supervisory Management	Mosley	2011	Cengage	9780538737074	\$44.99
Marketing	MKT 101 Marketing	M: Marketing	Grewel	2011	McGraw-Hill	978-0-07-340487-5	\$56.00
Math	MAT 101 Math	Practical Business Math Procedures	Jeffrey Slater	2011	McGraw-Hill	978-0-07-732793-4	
Sales and Customer Service	SCS 101 Sales and Customer Service	SELL 4 (with CourseMate, 1 term (6 months) Printed Access Card)	Ingram/LaForge/Avila/Schwepker/Williams	2015	Cengage	9781285164724	\$59.96
Small Business Finance	SBF 201 Small Business Finance	Business Finance	Dlabay/Burrow	2007	Cengage	9.78054E+12	\$60.00
	WPA 101 Word Processing	Microsoft Word 2013	Duffy/Cram	2014	Cengage	978-1-285-09311-6	
	SPA 101 Spreadsheet Applications	Microsoft Excel 2013	Reding, Wermers	2014	Cengage	978-1-285-09319-2	
	IPS 101 Introduction to Presentation Software	GO! with Microsoft PowerPoint 2013	Gaskin and Vargas	2014	Pearson	9780133408812	
	ITC 101 Introduction to Computers	Computer Concepts and Microsoft Office 2013	Parsons, Oja	2014	Cengage	978-1-285-09290-4	
	BAX 201 Business Administration Externship	No Textbook					
	CAR 201 Career Prep	No Textbook					
	SSS101 Student Success Strategies	Power Learning and Your Life Essentials of Student Success	Robert S Feldman	2014	McGrawHill	978-0-07-352244-9	
	RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	2015	Cengage	9781285451817	
	COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	2012	McGraw Hill	978-0-07-730953-4	
	CMP 101 English Composition	Langan College Writing Skills with	John Langan	2011	McGraw Hill	978-0-07-337166-5	
	Cur 101 Current Events	No Textbook					
	PSY 201 Psychology	Psychology and Your Life	Feldman	2010	McGraw Hill	9780073377025	\$52.46

LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Skills for Everyday Life, 2nd	Judith Boss	2012	McGraw Hill	978-0-07-803820-4
-------------------------------------	---	-------------	------	-------------	-------------------

Medical Office Administration

<u>Course Name and Number</u>	<u>Textbook Title</u>	<u>Author</u>	<u>Year</u>	<u>Publisher</u>	<u>ISBN</u>	<u>Cost</u>
TER 101 Medical Terminology I	Medical Language Immerse Yourself	Susan Turley	2014	Pearson	9780134318134	
TER 102 Medical Terminology II						
PHM 101 Pharmacology I	Introduction to Pharmacology, 12 ^e	Asperheim, Favaro	2012	Elsevier	978-1-4377-1706-8	
ANP 101 Introduction to Anatomy and Physiology ANP102 Anatomy and Physiology	Anatomy & Physiology and Disease	Roiger	2014	McGraw-Hill	9.78007E+12	\$62.00
MCC 101 Medical Coding	The Complete Diagnosis Coding Book	Shelley Safian	2012	McGraw-Hill	978-0-07-337451-2	
MCC 102 Medical Coding-CPT	The Complete Procedure Coding Book	Shelley Safian	2012	McGraw-Hill	978-0-07-337450-5	
MIC 101 Medical Insurance and Coding	Understanding Health Insurance A Guide to Billing and Reimbursement, 9th Edition	Green, Rowell	2008	Cengage	978-1-4180-6706-9	
WPA 101 Word Processing	Microsoft Word 2013	Duffy/Cram	2014	Cengage	978-1-285-09311-6	
SPA 101 Spreadsheet Applications	Microsoft Excel 2013	Reding, Wermers	2014	Cengage	978-1-285-09319-2	
HER 201 Electronic Health Records	Essentials of Electronic Health Records Plus MyHealthProfessionsKit -- Access Card Package	Gartree	2012	Pearson	9780137085255	\$43.50
MAP 201 Medical Administrative Procedures	Medical Office Procedures	Bayes, Crist, Becklin	2012	McGraw-Hill	978-0-07-340198-0	
LME 201 Law and Medical Ethics	Medical Law and Ethics	Fremgen	2015	Pearson	9780133998986	
MTO 202 Medical Topics	No Textbook					
MOX 201 Medical Office Administration Externship	No Textbook					
CAR 201 Career Prep	No Textbook					
SSS 101 Student Success Strategies	Power Learning and Your Life Essentials of Student Success	Robert S Feldman	2014	McGrawHill	978-0-07-352244-9	
ITC 101 Introduction to Computers	Computer Concepts and Microsoft Office 2013	Parsons, Oja	2014	Cengage	978-1-285-09290-4	
RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	2015	Cengage	9781285451817	
COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	2012	McGraw Hill	978-0-07-730953-4	

CMP 101 English Composition	Langan College Writing Skills with John Langan		2011	McGraw Hill	978-0-07-337166-5	
CUR 101 Current Events	No Textbook					
PSY 201 Psychology	Psychology and Your Life	Feldman	2010	McGraw Hill	9780073377025	\$52.46
LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Skills for Everyday Life, 2nd edition	Judith Boss	2012	McGraw Hill	978-0-07-803820-4	

Clinical Medical Assistant--Occupational

<u>Course Name and Number</u>	<u>Textbook Title</u>	<u>Author</u>	<u>Year</u>	<u>Publisher</u>	<u>ISBN</u>	<u>Cost</u>
MIC 101 Medical Insurance and Coding	Understanding Health Insurance A Guide to Billing and Reimbursement, 9th Edition	Green, Rowell	2008	Cengage	978-1-4180-6706-9	
MAP 201 Medical Administrative Procedure	Medical Office Procedures	Bayes, Crist, Becklin	2012	McGraw-Hill	978-0-07-340198-0	
ANP 101 Introduction to Anatomy and Physiology, ANP 102 Anatomy and Physiology	Anatomy & Physiology and Disease	Roiger	2014	McGraw-Hill	9.78007E+12	\$62.00
PHM 101 Pharmacology I, PHM 102 Pharmacology II	Introduction to Pharmacology, 12 ^e	Asperheim, Favaro	2012	Elsevier	978-1-4377-1706-8	
ICP 101 Introduction to Clinical Procedures, CLP 202 Clinical Laboratory Procedures, and CMP 203 Clinical Medical Procedures	Clinical Procedures for Medical Assistants	Bonewit-West	2012	Elsevier	978-1-4377-0882-0	
EHR 201 Electronic Health Records	Essentials of Electronic Health Records Plus MyHealthProfessionsKit -- Access Card Package	Gartree	2012	Pearson	9780137085255	\$43.50
TER 101 Medical Terminology I, TER 102 Medical Terminology II	Medical Language Immerse Yourself	Susan Turley	2014	Pearson	9780134318134	
CAX 201 Clinical Medical Assistant Externship	No Textbook					
CAR 201 Career Prep	No Textbook					
LME 201 Law and Medical Ethics	Medical Law and Ethics	Fremgen	2015	Pearson	9780133998986	54.99
MTO 202 Medical Topics	No Textbook					
SSS 101	Power Learning and Your Life Essentials of Student Success	Robert S Feldman	2014	McGrawHill	978-0-07-352244-9	
ITC 101 Introduction to Computers	Computer Concepts and Microsoft Office 2013	Parsons, Oja	2014	Cengage	978-1-285-09290-4	
RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	2015	Cengage	9781285451817	
COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	2012	McGraw Hill	978-0-07-730953-4	

CMP 101 English Composition	Langan College Writing Skills with John Langan	2011	McGraw Hill	978-0-07-337166-5	
CUR 101 Current Events	No Textbook				
PSY 201 Psychology	Psychology and Your Life Feldman	2010	McGraw Hill	9780073377025	\$52.46
LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Judith Boss Skills for Everyday Life, 2nd edition	2012	McGraw Hill	978-0-07-803820-4	

Dental Assisting

<u>Course Name and Number</u>	<u>Textbook Title</u>	<u>Author</u>	<u>Year</u>	<u>Publisher</u>	<u>ISBN</u>	<u>Cost</u>
CSA 201 Chairside Assisting I CSA 202 Chairside Assisting II	Dental Assisting: A Comprehensive Approach, 3rd Edition (w/Studyware CD)	Phinney/Halstead	2013	Cengage	9781418048730	\$150.71
DRA 201 Dental Radiology	Radiology for the Dental Professional	Frammer Stabulas Savage	2011	Mosby Elsevier	978-0-323-06401-9	
DPH 101 Dental Pharmacology	Applied Pharmacology for the Dental Hygienist	Havely	2014	Elsevier	9780323065580	
DPH 101 Dental Pharmacology	Oral Pharmacology for the Dental Hygienist	Weinberg, Theile, Fine	2013	Pearson	978-0-13-255992-8	
DMA 201 Dental Materials	Dental Materials Properties and Manipulation	Powers, Wataha	2008	Mosby Elsevier	978-0-323-04964-1	
DPM 101 Dental Practice Management	Practice Management for the Dental Team, 7th Edition	Finkbeiner	2011	Mosby Elsevier	978-0-323-06536-8	
DSC 101 Dental Science I	Woelfel's Dental Anatomy, 8th Edition	Scheid, Weiss	2012	Wolters Kluwe	978-1-60831-746-2	
DSC 102 Dental Science II	Woelfel's Dental Anatomy, 8th Edition	Scheid, Weiss	2012	Wolters Kluwe	978-1-60831-746-2	
DTM 101 Dental Terminology	Dental Terminology	Dofka	2013	Cengage	9781133019718	\$71.21
PRD 101 Preventive Dentistry	Primary Preventive Dentistry, 8th Edition	Harris, Garcia-Godoy, Ne	2014	Pearson	978-0-13-284570-0	
DOP 101 Dental Office Procedures	Dental Assisting: A Comprehensive Approach, 3rd Edition (w/Studyware CD)	Phinney/Halstead	2013	Cengage	9781418048730	\$150.71
ANP 101 Introduction to Anatomy and Physiology	Anatomy & Physiology and Disease	Roiger	2014	McGraw-Hill	9.78007E+12	\$62.00
ANP 102 Anatomy and Physiology	Anatomy & Physiology and Disease	Roiger	2014	McGraw-Hill	9.78007E+12	\$62.00
LME 201 Law and Medical Ethics	Medical Law and Ethics	Fremgen	2015	Pearson	9780133998986	54.99
CAR 201 Career Prep	No Textbook					
SSS 101 Student Success Strategies	Power Learning and Your Life Essentials of Student Success	Robert S Feldman	2014	McGrawHill	978-0-07-352244-9	

ITC 101 Introduction to Computers	Computer Concepts and Microsoft Office 2013	Parsons, Oja	2014	Cengage	978-1-285-09290-4	
RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	2015	Cengage	9781285451817	
COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	2012	McGraw Hill	978-0-07-730953-4	
CMP 101 English Composition	Langan College Writing Skills with	John Langan	2011	McGraw Hill	978-0-07-337166-5	
CUR 101 Current Events	No Textbook					
PSY 201 Psychology	Psychology and Your Life	Feldman	2010	McGraw Hill	9780073377025	\$52.46
LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Skills for Everyday Life, 2nd edition	Judith Boss	2012	McGraw Hill	978-0-07-803820-4	

INFORMATION TECHNOLOGY

<u>Course Name and Number</u>	<u>Textbook Title</u>	<u>Author</u>	<u>Publish</u>	<u>Date</u>	<u>ISBN</u>	<u>Cost</u>
SER 101 Server I SER 201 Server II	MCSA Guide to Installing and Configuring Windows Server	Akkawi	Cengage	2014	978-1-285-86865-3	
CTO 101 Computer Topics	Exam Cram: CompTia A+ 220-901 220-902	Sequeira	Pearson	2017	9780789756312	
DBA 201 Introduction to Database	MCSA Guide to Microsoft SQL Server 2012	Poulton	Cengage	2011	978-1-133-13107-6	
ICH 101 Introduction to Computer Hardware	CompTia A+ Guide to IT Technical Support, 9th Edition	Andrews	Cengage	2017	978-1-305-26643-8	
ICH 101 Introduction to Computer Hardware	Lab Manual For CompTia A+ Guide to IT Technical Support 9th Edition	Andrews	Cengage	2017	978-1-305-26654-4	
NET 101 Introduction to Networking, NET 102 Networking II NET 103 Networking III	Cisco CCENT/CCNA ICND1 Official Cert Guide	Odom	Cisco	2016	978-1-58714-485-1	
NET 106 Network Topics	Cisco CCENT Exam Cram	Sequeira	Pearson	2010	978-0-7897-5150-8	
IDT 101 Introduction to Diagnostics and Troubleshooting	CompTia A+ Guide to IT Technical Support, 9th Edition	Andrews	Cengage	2017	978-1-305-26643-8	
IDT 101 Introduction to Diagnostics and Troubleshooting	Lab Manual For CompTia A+ Guide to IT Technical Support 9th Edition	Andrews	Cengage	2017	978-1-305-26654-4	
NET 104 Networking IV NET 105 Networking V	Cisco CCENT/CCNA ICND2 Official Cert Guide	Odom	Cisco	2010	978-1-58714-488-2	
SEC 201 Introduction to Network Security	Security & Guide to Network Security Fundamentals		Cengage	2017	9781337288781	
ITX 201 Information Technology Externship CAR 201 Career Prep	No Textbook No Textbook					
SPA 101 Spreadsheet Applications	Microsoft Excel 2013	Reding, Wermers	Cengage	2014	978-1-285-09319-2	

SSS 101 Student Success Strategies	Power Learning and Your Life Essentials of Student Success	Robert S Feldman	McGrav 2014	978-0-07-352244-9	
RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	Cengag 2015	9781285451817	
COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	McGrav 2012	978-0-07-730953-4	
CMP 101 English Composition	Langan College Writing Skills with Readings, 8th edition	John Langan	McGrav 2011	978-0-07-337166-5	
CUR 101 Current Events	No Textbook				
PSY 201 Psychology	Psychology and Your Life	Feldman	McGrav 2010	9780073377025	\$52.46
LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Skills for Everyday Life, 2nd edition	Judith Boss	McGrav 2012	978-0-07-803820-4	

NETWORK ADMINISTRATION\SECURITY

Course Name and Number	Textbook Title	Author	ublish	Date	ISBN	Cost
IDT 101 Introduction to Diagnostics and Troubleshooting	CompTia A+ Guide to IT Technical Support, 9th Edition	Andrews	Cenga	2017	978-1-305-26643-8	
ICH 101 Introduction to Computer Hardware	CompTia A+ Guide to IT Technical Support, 9th Edition	Andrews	Cenga	2017	978-1-305-26643-8	
ICH 101 Introduction to Computer Hardware	Lab Manual For CompTia A+ Guide to IT Technical Support 9th Edition	Andrews	Cenga	2017	978-1-305-26654-4	
CTO 101 Computer Topics	Exam Cram:CompTia A+ 220-901 220-902	Sequeira	Pearsc	2017	9780789756312	
SER 101 Server I SER 201 Server II	MCSA Guide to Installing and Configuring Windows Server	Akkawi	Cenga	2014	978-1-285-86865-3	
NET 101 Introduction to Networking, NET 102 Networking II NET 103 Networking III	Cisco CCENT/CCNA ICND1 Official Cert Guide	Odom	Cisco	2016	978-1-58714-485-1	
NET 106 Network Topics	Cisco CCENT Exam Cram	Sequeira	Pearsc	20107	978-0-7897-5150-8	
SEC 201 Introduction to Network Security	Security & Guide to Network Security Fundamentals		Cenga	2017	9781337288781	
DBA 201 Introduction to Database	MCSA Guide to Microsoft SQL Server 2012	Poulton	Cenga	2011	978-1-133-13107-6	
NAX 201 Network Administration/Security Externship CAR 201 Career Prep SSS 101 Student Success Strategies	No Textbook No Textbook Power Learning and Your Life Essentials of Student Success	Robert S Feldman	McGrav	2014	978-0-07-352244-9	
RAW 101 Research and Writing	Harbrace Essentials	Glenn/Kray	Cengag	2015	9781285451817	

COM 101 Effective Communication	iSpeak 2011 Edition	Nelson, Titsworth, and Pearson	McGrav 2012	978-0-07-730953-4	
CMP 101 English Composition	Langan College Writing Skills with Readings, 8th edition	John Langan	McGrav 2011	978-0-07-337166-5	
CUR 101 Current Events	No Textbook				
PSY 201 Psychology	Psychology and Your Life	Feldman	McGrav 2010	9780073377025	\$52.46
LOG 201 Logic and Critical Thinking	Think Critical Thinking and Logic Skills for Everyday Life, 2nd edition	Judith Boss	McGrav 2012	978-0-07-803820-4	