

**Textbook List for WVJC Morgantown August 2018**

**Business Administration**

<b>Course Name and Number</b>	<b>Book Title</b>	<b>Publisher</b>	<b>Author</b>	<b>Edition</b>	<b>Copyright</b>	<b>ISBN</b>	<b>Cost</b>
Word Processing Applications - WPA 101	Microsoft Office Word 2010	Wiley			2010	9781118101261	\$98.95
Spreadsheet Applications - SPA 101	Microsoft Office Excel 2010	Wiley			2010	978127810317	\$89.95
Intro. To Computers - ITC 101	Dicovering Microoft Office 2010	Wiley	Martin		2010	9780470769287	\$76.95
Intro. To Presentation Software - IPS 101	Microsoft Office PowerPoint 2010	Wiley			2010	9781118101285	\$76.95
Accounting - ACC 101	College Accounting	Cengage	Henitz/Parry	20th	2010	9780538745222	\$143.95
Computerized Accounting - CAC 201	Quick Books Learning Guide	Intuit	A. L. Graig		2011	9781573381123	\$47.07
Fundamentals of Taxation - TAX 201	Fundamentals of Taxation	McGraw-Hill	Cruz		2011	9780078110993	\$173.00
Business Administration Extern - BAX 201	NO BOOK						
Business Law - BLW 201	Law For Business	Cengage	Ashcroft	17th Ed.	2011	9780324786538	\$128.96
Intro. To Business - BUS 101	Business Now	McGraw/Hill	Amit Shah	1st Ed.	2011	9780073377285	\$111.00
Career Preparation - CAR 201	NO BOOK		No Text				
Human Resource Management - HRM 201	Fundamentals of Human Resource Management	McGraw/Hill	Noe	4th Ed.	2011	9780073530468	\$187.33
Math - MAT 101	Practical Business Math Procedures	McGraw/Hill	Slater	10th Ed.	2011	9780077327934	\$156.33
Management Concepts & Practices - MCP 201	MGMT: What's Inside	Cengage	Williams	7th	2014	9781285091075	\$69.95
Marketing - MKT 201	MKTG	Cengage	Lamb	7th	2013	9781285091860	\$69.95
Small Business Finance--SBF 201	Business Finance	Cengage	Dlabay		2007	9780538445078	\$107.95
Career Preparation - CAR 201	No Textbook						
Sales & Customer Service - SCS 201	SELL	Cengage	Ingram		2013	9781133188322	\$79.95
Student Success Strategies - SSS 101	Becoming a Master Student	Wadsworth Bedford/St.	Dave Ellis	13th Ed.	2011	9781439081747	\$63.42
Research and Writing RAW 1012	Everyday Writer	Martin's	Lundsford	4th Ed.	2009	9780312594577	\$49.20
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	9780073371665	\$91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
Logic and Critical Thinking LOG 201	Think Critical Thinking and Logic Skills for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

**Business Administration/Accounting**

<b>Course Name and Number</b>	<b>Book Title</b>	<b>Publisher</b>	<b>Author</b>	<b>Edition</b>	<b>Copyright</b>	<b>ISBN</b>	<b>Cost</b>
Accounting - ACC 101	College Accounting	Cengage	Henitz/Perry	20th	2010	9780538745222	\$143.95
Math - MAT 101	Practical Business Math Procedures	McGraw/Hill	Slater	10th Ed.	2011	9780077327934	\$156.33

Intro. To Business - BUS 101	Business Now	McGraw/Hill	Amit Shah	1st Ed.		9780073377285	\$111.00
Computerized Accounting I CAC 201	Quick Books Learning Guide	Intuit	A. L. Graig	2011	2011	9781573381123	\$47.07
Computerized Accounting II CAC 202	Quick Books Learning Guide	Intuit	A. L. Graig	2011	2011	9781573381123	\$47.07
Fundamentals of Taxation - TAX 201	Fundamentals of Taxation	McGraw-Hill	Cruz	2011	2011	9780078110993	\$173.00
Accounting II ACC 102	College Accounting	Cengage	Henitz/Perry	20th	2010	9780538745222	\$143.95
	Fundamentals of Human Resource						
Human Resource Management - HRM 201	Management	McGraw/Hill	Noe	4th Ed.	2011	9780073530468	\$187.33
Payroll Accounting PAY 101	No Textbook						
Business Law - BLW 201	Law For Business	Cengage	Ashcroft	17th Ed.	2011	9780324786538	\$128.96
Management Concepts & Practices - MCP 201	MGMT: What's Inside	Cengage	Williams	7th	2014	9781285091075	\$69.95
Small Business Finance--SBF 201	Business Finance	Cengage	Dlabay		2007	9780538445078	\$107.95
Business Administration/Accounting Externship							
BAA 201	No Textbook						
Spreadsheet Applications - SPA 101	Microsoft Office Excel 2010	Wiley			2010	978127810317	\$89.95
Spreadsheet Applications II- SPA 102	Microsoft Office Excel 2010	Wiley			2010	978127810317	\$89.95
Intro. To Computers - ITC 101	Dicovering Microft Office 2010	Wiley	Martin		2010	9780470769287	\$76.95
Career Preparation - CAR 201	No Textbook						
Student Success Strategies - SSS 101	Becoming a Master Student	Wadsworth	Dave Ellis	13th Ed.	2011	9781439081747	\$63.42
Research and Writing RAW 1012	Everyday Writer	Bedford	Lundsford	4th Ed.	2009	9780312594577	\$49.20
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	155046454	\$91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
	Think Critical Thinking and Logic Skills						
Logic and Critical Thinking LOG 201	for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

### Legal Office Assisting

Course Name and Number	Book Title	Publisher	Author	Edition	Copyright	ISBN	Cost
Legal Assisting - LOA 101	Administrative Procedures for the Legal	Thompson	Judy Long		2008	9781418018333	\$82.95
Family Law - FAM 101	Introduction Family Law	Delmar	N.R. Gallo		2004	9781401814530	\$109.95
Criminal Law - CRL 101	Criminal Law and Procedure	Delmar	Daniel E. Hall	4th Ed.	2004	9781401815596	\$162.95
	Wills, Trusts & Estates for Paralegals						
Estate & Property Law I - EPL 101	and real Estate Law for Paralegals	McGraw/Hill	George Kent		2009	9780073403069	\$57.67
	Wills, Trusts & Estates for Paralegals						
Estate & Property Law II - EPL 102	and real Estate Law for Paralegals	McGraw/Hill	George Kent		2009	9780073403069	\$57.67

Business Law - BLW 201	Law For Business	Cengage	Ashcroft	17th Ed.	2011	9780324786538	\$128.96
Legal Keyboarding/Transcription - LKY 201	Legal Transcription	Paradigm	Lyle	3rd Ed.	2012	9780763842048	\$59.00
Legal Research & Writing I - LRW 201	Foundations of Legal Research & Writing	Delmar	Bast	3rd Ed.	2006	9781418018333	\$82.95
Legal Research & Writing II - LRW 202	Foundations of Legal Research & Writing	Delmar	Bast	3rd Ed.	2006	9781418018333	\$82.95
Civil Trial Practice - CTP 201	Civil Procedure and Litigation	West	Kent		2008	978314126368	\$114.36
Law and Medical Ethics LME 201	Medical Law and Ethics	Pearson	Fremgen		2015	9780133998986	\$54.99
Legal Topics - LTO 202	Certified Paralegal Review Manual	Cengage	Newman	4th Ed.	2013	9781285162584	\$88.01
Legal Office Assisting Externship - LEX 201	No Textbook						
Career Preparation - CAR 201	No Textbook						
Student Success Strategies - SSS 101	Becoming a Master Student	Wadsworth	Dave Ellis	13th Ed.	2011	9781439081747	\$63.42
Intro. To Computers - ITC 101	Diccovering Microoft Office 2010	Wiley	Edward G. Martin		2010	9780470769287	\$76.95
Word Processing Applications - WPA 101	Microsoft Office Word 2010	Wiley			2010	9781118101261	\$98.95
Spreadsheet Applications - SPA 101	Microsoft Office Excel 2010	Wiley			2010	978127810317	\$89.95
		Bedford/St.					
Research and Writing RAW 1012	Everyday Writer	Martin's	Lundsford	4th Ed.	2009	9780312594577	\$49.20
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	9780073371665	\$91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
	Think Critical Thinking and Logic Skills						
Logic and Critical Thinking LOG 201	for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

### Clinical Medical Assistant

Course Name and Number	Book Title	Publisher	Author	Edition	Copyright	ISBN	Cost
Medical Terminology I - TER 101	Exploring Medical Language	Mosby	Brooks	8th	2012	9780323077308	\$78.95
Medical Terminology II - TER 102							
Pharmacology I - PHM 101	Essentials of Pharmacology for Health O	Cengage		6th Ed.	2011	9781435480339	\$97.95
Pharmacology II - PHM 202	(same as above) <b>plus</b> Clinical Calculator	Elsevier	Woodrow	7th Ed.		9781455703845	\$80.95
Intro. To Anatomy & Physiology - ANP 101						9781416068426	\$63.95
Anatomy & Physiology - ANP 102	The Human Body in Health & Illness (textbook & study guide)	Elsevier	Barbara Herlithy	4th Ed.	2011	9781437708585	\$35.95
Medical Insurance & Coding - MIC 101	Medical Insurance: An Integrated Claim	McGraw/Hill	Valerius	5th	2012	9780073374918	\$109.75
Electronic Health Records - EHR 201	Electronic Health Records for Allied Hea	McGraw/Hill	Sanderson		2009	9780073309781	\$67.00
Medical Administrative Procedures - MAP 201	Medical Office Procedures 7e	McGraw/Hill	Bayes	7th Ed.	2012	9780073401980	\$132.00
Law and Medical Ethics LME 201	Medical Law and Ethics	Pearson	Fremgen		2015	9780133998986	\$54.99
Medical Topics MTO 202	No Textbook						
Intro. To Clinical Procedures - ICP 101	Clinical Procedures for Medical					9781437708820	\$92.95

Clinical Laboratory Procedures - CLP 202 Clinical Medical Procedures - CMP 203	Assistants and Study guide for Clinical Procedures for Medical Assistants	Elsevier	Bonewit-West	8th Ed.	2012	9781437719987	\$37.95
Clinical Medical Assistant Externship CAX 201 Career Preparation - CAR 201	No Textbook No Textbook						
Student Success Strategies - SSS 101 Intro. To Computers - ITC 101	Becoming a Master Student Diccovering Microft Office 2010	Cengage Wiley	Ellis Edward G. Martin	13th Ed.	2011 2010	9781439081747 9780470769287	\$63.42
Research and Writing RAW 1012 English Composition - CMP 101	Everyday Writer College Writing Skills With Reading	Martin's McGraw/Hill	Lundsford John Langan	4th Ed.	2009 2011	9780312594577 9780073371665	\$49.20 \$91.25
Effective Communication - COM 101 Current Events CUR 101	I Speak Language is Powerful No Textbook	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Psychology - PSY 201	Psychology and Your Life Think Critical Thinking and Logic Skills	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
Logic and Critical Thinking LOG 201	for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

### Medical Office Administration

Course Name and Number	Book Title	Publisher	Author	Edition	Copyright	ISBN	Cost
Medical Terminology I - TER 101 Medical Terminology II - TER 102	Exploring Medical Language	Mosby	Brooks	8th	2012	9780323077308	\$78.95
Pharmacology I - PHM 101 Medical Coding MCC 101 Medical Coding-CPT - MCC102	Essentials of Pharmacology for Health Occupations	Cengage	Woodrow	6th	2011 2011	9781435480339	\$97.95
Intro. To Anatomy & Physiology - ANP 101 Anatomy & Physiology - ANP 102	Step-By-Step Medical Coding 2011	Elsevier	Buck			9781437716436 9781416068426	\$79.95 \$63.95
Medical Insurance & Coding - MIC 101 Word Processing Applications - WPA 101 Spreadsheet Applications - SPA 101 Electronic Health Records - EHR 201	The Human Body in Health & Illness (textbook & study guide)	Elsevier	Barbara Herlithy	4th Ed.	2011	9781437708585	\$35.95
Medical Insurance & Coding - MIC 101	Medical Insurance: An Integrated Claim	McGraw/Hill	Valerius	5th	2012	9780073374918	\$109.75
Word Processing Applications - WPA 101 Spreadsheet Applications - SPA 101 Electronic Health Records - EHR 201	Microsoft Office Word 2010 Microsoft Office Excel 2010 Electronic Health Records for Allied Hea	Wiley Wiley McGraw/Hill			2010 2010 2009	9781118101261 978127810317 9780073309781	98.95 89.95 \$67.00
Medical Administrative Procedures - MAP 201 Medical Topics MTO 202 Law and Medical Ethics LME 201 Medical Office Administration Externship MOX 201 Career Preparation - CAR 201 Student Success Strategies - SSS 101	Medical Office Procedures 7e No Textbook Medical Law and Ethics No Textbook No Textbook Becoming a Master Student	McGraw/Hill  Pearson  Cengage	Bayes  Fremgen  Ellis	7th Ed.	2012  2015  2011	9780073401980  9780133998986  9781439081747	\$132.00  \$54.99  63.42

Intro. To Computers - ITC 101	Dicovering Microft Office 2010	Wiley Bedford/St.	Edward G. Martin		2010	9780470769287	
Research and Writing RAW 1012	Everyday Writer	Martin's	Lundsford	4th Ed.	2009	9780312594577	49.2
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	9780073371665	91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	48.5
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	60.32
Logic and Critical Thinking LOG 201	Think Critical Thinking and Logic Skills for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

### Network Administration/Security

Course Name and Number	Book Title	Publisher	Author	Edition	Copyright	ISBN	Cost
Intro. To Diagnostics & Troubleshooting - IDT 101	A+ Guide to IT Technical Support	Cengage	Andrews	9th	2017	9781305266438	\$99.82
Intro. To Computer Hardware - ICH 102	A+ Guide to IT Technical Support	Cengage	Andrews	9th	2017	9781305266438	\$99.82
Computer Topics - CTO 101	Exam Cram--Comp TIA A+	Pearson	Prowse		2016	9780789756312	\$44.99
Server I	CERT Guide MCSA 70-410:Installing and Configuring Windows Server 2012	Pearson	Poulton		2015	9780789748805	\$59.99
Server II	CERT Guide MCSA 70-410:Installing and Configuring Windows Server 2012	Pearson	Poulton		2015	9780789748805	\$59.99
Introduction to Networking - NET 101	Cisco CCNA Routing and Switching ICND1 100-105	Cisco	Odom		2016	9781587205972	\$20.00
Networking II NET 102	Cisco CCNA Routing and Switching ICND1 100-105	Cisco	Odom		2016	9781587205972	\$20.00
Networking III NET 103	Exam Cram CCENT ICND1 100-105	Pearson	Sequeira		2017	9780789756732	\$34.99
Networking IV NET 104	CCNA Routing and Switching ICND2 200	Cisco	Odom		2016	9781587205989	\$20.00
Neteorking V NET 105	Cisco CCENT/CCNA ICND 2 200-105	Cisco	Odom		2016	9781587205989	\$20.00
Introduction to Network Security SEC 201	31 Days Before Your CCNA Rounting and Switching Exam	Cisco	Johnson	2nd	2017	9780134466194	\$39.99
Network Security II SEC 202	31 Days Before Your CCNA Rounting and Switching Exam	Cisco	Johnson	2nd	2017	9780134466194	\$39.99
Network Security III SEC 203	31 Days Before Your CCNA Rounting and Switching Exam	Cisco	Johnson	2nd	2017	9780134466194	\$39.99
Introduction to Database DBA 201	The Language of SQL	Cengage	Rockoff		2011	9781435457515	\$42.99
Network Topics NET 205	No Textbook						

Network Administration/Security Externship NAX 201	No Textbook						
Career Prepration CAR 201	No Textbook						
Student Success Strategies - SSS 101	Becoming a Master Student	Wadsworth Bedford/St.	Dave Ellis	13th Ed.	2011	9781439081747	\$63.42
Research and Writing RAW 1012	Everyday Writer	Martin's	Lundsford	4th Ed.	2009	9780312594577	\$49.20
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	9780073371665	\$91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
Logic and Critical Thinking LOG 201	Think Critical Thinking and Logic Skills for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86

### Pharmacy Technician

Course Name and Number	Book Title	Publisher	Author	Edition	Copyright	ISBN	Cost
Intro. To Anatomy & Physiology - ANP 101	The Human Body in Health and Illness	Elsevier	Herlithy	4th Ed.	2011	9781416068426	\$63.95
Anatomy and Physiology ANP 102	Study Guide for the Human Body in Health and Illness	Elsevier	Herlithy	4th Ed.	2011	9781437708585	\$35.95
Medical Terminology I - TER 101	Exploring Medical Language	Mosby	Brooks	8th	2012	97803230773080	\$78.95
Medical Terminology II - TER 102	Exploring Medical Language	Mosby	Brooks	8th	2012	97803230773080	\$78.95
Medical Insurance & Coding - MIC 101	Medical Insurance: An Integrated Claim	McGraw/Hill	Valerius	5th	2012	9780073374918	\$109.75
Pharmacy Technician Fundamentals I - PTF 101	The Pharmacy Technician: A Comprehe	Cengage	Moini	3rd	2011	9781418053574	\$131.20
Pharmacy Technician Fundamentals II - PTF 102	The Pharmacy Technician: A Comprehe	Cengage	Moini	3rd	2011	9781418053574	\$131.20
Pharmacy Math and Dosage Calculations PMC 101	Pharmacy Calculations for Technicians	Paradigm	Ballington	6th	2016	9780763868451	178.59
Pharmacy Practice Management PPM 101	Pharmacy Practice for Technicians	Cengage	Hanan	5th	2014	9781133132769	\$53.92
Pharmacy Practice Management PPM 101	Medical Insurance for Pharmacy Technic	McGraw-Hill	Liles		2009	9780073374161	\$98.98
Pharmacy Technician Practice I PCP 201	Pharmacy Labs for Technicians	Paradigm	Sparks	3rd	2016	9780763867904	\$87.59
Pharmacy Technician Practice II PCP 202	Sterile Compounding and Aseptic Techn	Paradigm	McCartney	3rd	2017	9780763840839	\$92.95
Pharmacy Technician Practice III PCP 203	Sterile Compounding and Aseptic Techn	Paradigm	McCartney	3rd	2017	9780763840839	\$92.95
Pharmacy Technician Practice III PCP 203	Pharmacy Management Software	Elsevier	DAA	3rd	2017	9780323428323	\$109.51
Pharmacy Technician Practice III PCP 203	Sterile Compounding and Aseptic Techn	Paradigm	McCartney	3rd	2017	9780763840839	\$92.95
Pharmacy Technician Practice III PCP 203	Pharmacy Management Software	Elsevier	DAA	3rd	2017	9780323428323	\$109.51
Medical Law and Ethics for Pharmacy Technicians MEL 201	Law and Ethics for Pharmacy Techniciar	Cengage	Moini	2nd	2013	9781285082066	\$65.95

Pharmacology for Pharmacy Technicians PPT 201	Pharmacology for Technicians	Paradigm	Ballington		2016	9780763867768	\$75.19
	Pharmacy Management Software	Elsevier	DAA	3rd	2017	9780323428323	\$109.51
Pharmacy Technician Externship PTE 201	No Textbook						
Career Preparation CAR 201	No Textbook						
Student Success Strategies - SSS 101	Becoming a Master Student	Cengage	Ellis	13th Ed.	2011	9781439081747	\$63.42
Intro. To Computers - ITC 101	Dicsovering Microsoft Office 2010	Wiley	Edward G. Martin		2010	9780470769287	
		Bedford/St.					
Research and Writing RAW 1012	Everyday Writer	Martin's	Lundsford	4th Ed.	2009	9780312594577	\$49.20
English Composition - CMP 101	College Writing Skills With Reading	McGraw/Hill	John Langan	8th Ed.	2011	155046454	\$91.25
Effective Communication - COM 101	I Speak Language is Powerful	McGraw/Hill	Nelson	2011 Ed.	2012	9780077309435	\$48.50
Current Events CUR 101	No Textbook						
Psychology - PSY 201	Psychology and Your Life	McGraw/Hill	Feldman		2012	9780073377025	\$60.32
	Think Critical Thinking and Logic Skills						
Logic and Critical Thinking LOG 201	for Everyday Life	McGraw/Hill	Boss	2nd Ed.	2012	9780078038204	\$80.86









