

Required Textbooks for 2010-2011

<u>Class</u>	<u>Textbook Title</u>	<u>Edition</u>	<u>Date</u>	<u>ISBN</u>	<u>Author</u>	<u>Publisher</u>	<u>Cost</u>	<u>v</u>
Business Communication	Write for Business	1st	2004	1-932436-01-4	Verne Meyer, et. al.	Upwrite Press	28.80	
Business Math								
Case Management	General Case Management	3rd.	2009	04950048X	McClam T. & Woodside	Cengage Learning		
Computerized Accounting	Computerized Accounting with Peachtree		2010	0-7638-2228-0	Jim Mazza & Gary Chavez	EMC Paradigm	85.00	
Counseling Skills	Essential of Skilled Helping		2009	4950048	Egan, Gerard	Thomson Wadsworth		
Customer Service	Quality Customer Service:Satisfy Customers-- It's Everybody's Job		2009	1-42601-833-9	William B Martin, Ph.D.	Axzo Press	15.00	
Database I	Microsoft Access 2007 - Level I		2008	978-0-76383-002-1	Rutkosky, Seguin & Rutkosky	EMC Paradigm	48.00	
Human Relations	(No Text)							
Integrated Software	Learning Microsoft Office 2007*		2008	978-0-13-244860-4	Suzanne Wexler, et. al.	Pearson Prentice Hall	44.80	
Internet, Web Sites and E-Mails	Microsoft Expression Web - Introductory; (and handouts)		2009	978-1-4239-0549-3	Julie Riley	Cengage Learning	55.00	
Intro to Computers	Learning Microsoft Office 2007*		2008	978-0-13-244860-4	Suzanne Wexler, et. al.	Pearson Prentice Hall	44.80	
Introduction Chemical Dependency	Concept of Chemical Depedency - (Textbook & Binder)	7th	2009	:0495505803	Harold E. Doweiko	Cengage Learning	108.00	
Introduction to Human Services	Introduction to Human Services	6th	2009	495503363	Mc Clam,T. Woodside	Cengage Learning		
Keyboarding 1/2/3	{No Text}							
Life Span Development	The Human Oddey-Life Span Dev.	3rd.	2009	53436504	Kaplan, P.S	Cengage Learning		
Marketing	Quality Customer Service	4th		1-56052-203-8	William B Martin, Ph.D.	CRISP Publications, Inc	15.00	
Medical Insurance	Integrated Claims Process Approach	4E	2009	978-09-07-340203-1	Valerius.Bayers,Newby	McGraw Hill	89.15	
Medical Office Procedures	Medical Office Procedures	6th	2009	978-0-7-319100-3	Karonne J. Becklin	McGraw Hill	66.00	
Medical Office Procedures	Electronic Health Records	1st	2009	978-0-07-337400-0	Byron Hamilton	McGraw Hill	50.00	
Medical Terminology 1&2	Essentials of Medical Terminology	3rd		1401890199	Juanita J. Davies	Cengage Learning	70.00	
Office Procedure 1 &2	The Office Procedures & Techn.	5e	2008	978-0-538-44354-8	Oliverio,Pasewark	South-Western	84.90	
Small Business Ownership 1&2	A Guide To Starting A business In Minnesota	27th	2009	1-888404-47-7	Schaffer/Harris/Simmer	MN Dept. of Employment & Economic Development	15.00	
Spreadsheets	Learning Microsoft Office 2007*		2008	978-0-13-244860-4	Suzanne Wexler, et. al.	Pearson Prentice Hall	44.80	
Technical and Business Communication	Technical Communication	9th	2009	978-0-31-248597-9	Mike Markel	Bedford/St. Martin's	72.00	
Word Processing	Learning Microsoft Office 2007*		2008	978-0-13-244860-4	Suzanne Wexler, et. al.	Pearson Prentice Hall	44.80	
Math for Health Occupation/AMA							55.00	

*This textbook is used for the following courses: Integrated Software, Introduction to Computers, Spreadsheets and Word Processing