

CSB BOOK MASTER APRIL 2017

| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | CSB COURSE PRICE |
|---------------|------------------------------|---|--------------------|---------------|-------------------------|
| GO-01 | KEYBOARDING I | KEYBOARDING AND WORD PROC ESS 19TH EDITION | 9781285576329 | CENGAGE | 148 |
| | | ONLINE ACCESS CARD LESSONS 1 - 55 (REPLACEMENT) | 9781285176956 | CENGAGE | 76 |
| GO-02 | KEYBOARDING II | NO BOOK | | | |
| GO-03 | KEYBOARDING APPLICATIONS | NO BOOK | | | |
| GO-04 | KEYBOARDING SKILLBUILDING I | NO BOOK | | | |
| GO-05 | KEYBOARDING SKILLBUILDING II | NO BOOK | | | |
| GO-06 | OFFICE PROCEDURES | NO BOOK | | | |
| LEG-01 | FUND OF LEGAL ASSISTING | LEGAL TERMINOLOGY W/FLASH CARDS 4TH EDITION | 9781111136796 | CENGAGE | 235 |
| | | ABA MODEL GUIDELINES FOR PARALEGAL SERV | 9781590313886 | ABA | 12 |
| | | | | | 247 |
| LEG-02 | LEGAL TERMINOLOGY | LEGAL TERMINOLOGY W/FLASH CARDS 4TH EDITION | 9781111136796 | CENGAGE | 235 |
| | | ABA MODEL GUIDELINES FOR PARALEGAL SERV | 1-59031-388-7 | ABA | 12 |
| | | | | | 247 |
| LEG-03 | LEGAL TRANS I | LEGAL TRANSCRIPTION 3RD ED | 978-0-76384-204-8 | PARADIGM | 133 |
| | | EXPRESS SCRIBE PRO | | NCH SOFTWARE | 30 |
| LEG-04 | LEGAL TRANS II | LEGAL TRANSCRIPTION | 978-0-76384-204-8 | PARADIGM | 0.00 |
| LEG-05 | CONTRACTS | ESSENTIALS OF BUSINESS LAW | 9780078023194 | MCGRAW-HILL | 143 |
| LEG-06 | BUSINESS LAW | ESSENTIALS OF BUSINESS LAW | 9780078023194 | MCGRAW-HILL | 143 |
| LEG-07 | ADMINISTRATIVE LAW | ADMINISTRATIVE LAW | 9781401858773 | CENGAGE | 136 |
| LEG-08 | CIVIL LITIGATION | CIVIL LITIGATION 7TH ED | 9781285449180 | CENGAGE | 177 |
| LEG-09 | CRIMINAL LAW | CRIMINAL LAW & PROCEDURE 4TH ED | 9781133591887 | CENGAGE | 222 |
| LEG-10 | FAMILY LAW | FAMILY LAW FOR PARALEGALS 6TH ED | 9781454816485 | ASPEN | 163 |
| LEG-11 | WILLS TRUSTS & ESTATES | WILL TRUSTS & ESTATES | 9780132956031 | PEARSON | 158 |
| LEG-12 | TORTS | ESSENTIALS OF TORTS 3RD ED | 9781401879648 | CENGAGE | 167 |
| LEG-13 | REAL ESTATE | REAL ESTATE & PROPERTY LAW FOR PARALEGALS | 9781454852186 | ASPEN | 144 |
| LEG-14 | LEGAL RESEARCH | THE LEGAL RESEARCH & WRITING HANDBOOK 6th Ed | 978-0-7355-07890 | ASPEN | 168 |

| | | | | | CSB |
|--------|------------------------------|--|-------------------|---------------|--------|
| | | | | | COURSE |
| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | PRICE |
| | | LEGAL RESEARCH & WRITING EXERCISES | 978-0-7355-07920 | ASPEN | 66 |
| | | THE BLUEBOOK-UNIFORM SYS OF CITATIONS | ONLINE | HARVARD | 31 |
| | | | | | 265 |
| LEG-15 | ADVANCED LEGAL RESEARCH | NO BOOK | | | |
| LEG-16 | LEGAL WRITING I | NO BOOK | | | 265 |
| LEG-17 | LEGAL WRITING II | NO BOOK | | | |
| LEG-18 | LAW OFFICE TECHNOLOGY | USING COMPUTERS IN THE LAW OFFICE 7TH EDITION | 9781285189598 | CENGAGE | 164 |
| MED-01 | MEDICAL TERM | BASIC MEDICAL LANGUAGE 5TH EDITION | 9780323290487 | ELSEVIER | 52 |
| MED-02 | MEDICAL TRANS I | HILLCREST MED CENTER BEGIN MED TRANS 7TH ED | 9781435441156 | CENGAGE | 199 |
| | | EXPRESS SCRIBE PRO | | NCH SOFTWARE | 30 |
| | | | | | 229 |
| MED-03 | MEDICAL TRANS II | NO BOOK | | | 199 |
| MED-04 | INTRODUCTION TO PSYCHOLOGY | FOUNDATIONS OF MENTAL HEALTH | 9780323086202 | ELSEVIER | 51 |
| MED-06 | ELECTRONIC CARE MANAGEMENT | PAPERLESS MEDICAL OFC: USING HARRIS CARETRACKER | 9781133278955 | CENGAGE | 110 |
| MED-07 | MEDICAL SOFTWARE SIMULATION | COMPUTERS IN THE MEDICAL OFFICE 9TH EDITION BUNDLE | 9781259686924 | MCGRAW-HILL | 208 |
| MED-08 | BODY STRUCTURE & FUNCTION | THE HUMAN BODY IN HEALTH AND ILLNESS 5TH ED | 9780323386487 | ELSEVIER | 94 |
| | | SPHYGMAMANOMETER WITH SPRAGUE STETHOSCOPE | 99335 | MOORE MEDICAL | 48 |
| | | | | | 141 |
| MED-09 | ESSENTIALS OF ANATOMY & PHYS | THE HUMAN BODY IN HEALTH AND ILLNESS 5TH ED | 9780323386487 | ELSEVIER | 94 |
| | | SPHYGMAMANOMETER WITH SPRAGUE STETHOSCOPE | 99335 | MOORE MEDICAL | 48 |
| | | | | | 141 |
| MED-10 | ELEMENTS OF ANATOMY & PHYS | THE HUMAN BODY IN HEALTH AND ILLNESS 5TH ED | 9780323386487 | ELSEVIER | 94 |
| | | SPHYGMAMANOMETER WITH SPRAGUE STETHOSCOPE | 99335 | MOORE MEDICAL | 48 |
| | | | | | 141 |
| MED-11 | PRINCIPLES OF ANATOMY & PHYS | THE HUMAN BODY IN HEALTH AND ILLNESS 5TH ED | 9780323386487 | ELSEVIER | 94 |
| | | SPHYGMAMANOMETER WITH SPRAGUE STETHOSCOPE | 99335 | MOORE MEDICAL | 48 |
| | | | | | 141 |
| MED-12 | CPT CODING | AMA 2015 CPT PRO (RENTAL FEE) | 9996105318 | ELSEVIER | 25 |
| | | STEP-BY-STEP CODING 2016 EDITION | 978-0-323-38919-8 | ELSEVIER | 91 |
| MED-13 | ICD-10-CM CODING | 2015 ICD-10-CM FOR PHYSICIANS (RENTAL FEE) | 9780323352529 | ELSEVIER | 25 |
| | | STEP-BY-STEP CODING 2016 EDITION | 978-0-323-38919-8 | ELSEVIER | 91 |
| MED-14 | ADVANCED CODING | THE NEXT STEP: ADVANCED MEDICAL CODING AUDIT 2016 | 9780323389105 | ELSEVIER | 93 |

| | | | | | CSB |
|---------------|------------------------------|---|--------------------|---------------|---------------|
| | | | | | COURSE |
| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | PRICE |
| MED-15 | ESSENTIALS OF PHARMACOLOGY | PHARMACOLOGY CLEAR AND SIMPLE | 9780803625884 | FA DAVIS | 61 |
| MED-16 | LAW & ETHICS FOR HLTH OCC | LAW & ETHICS FOR HEALTH PROFESSIONALS | 9780073513836 | MCGRAW-HILL | 123 |
| MED-17 | MEDICAL INSURANCE PROC | INSURANCE HANDBOOK FOR MED OFFICE 14TH ED | 9780323316255 | ELSEVIER | 106 |
| | MEDICAL INSURANCE PROC | INS BOOK FOR MED OFC WORKBOOK 14TH ED | 9780323316279 | ELSEVIER | 41 |
| | | | | | 147 |
| MED-18 | HEALTH CARE PRINCIPLES | ESS OF HUMAN DISEASES & CONDITIONS BUNDLE 6TH ED | 9780323228572 | ELSEVIER | 102 |
| MED-19 | DISEASES AND DISORDERS | ESS OF HUMAN DISEASES & CONDITIONS BUNDLE 6TH ED | 9780323228572 | ELSEVIER | 102 |
| MED-20 | EXAMINING ROOM PROCEDURES | CLINICAL PROC FOR MED ASST - 8TH ED | 9780323316248 | ELSEVIER | 128 |
| MED-21 | CLINICAL LAB PROCEDURES | CLINICAL PROC FOR MED ASST - 8TH ED | 9780323316248 | ELSEVIER | 128 |
| MED-22 | UNDERSTANDING HEALTH INS | CASE STUDIES FOR THE MEDICAL OFFICE 8TH ED | 9780077445331 | MCGRAW-HILL | 87 |
| MED-23 | HEALTH INSURANCE PROCESSES | NO BOOK | | | |
| MED-24 | EHR SOFTWARE SIMULATION | ELECTRONIC HEALTH RECORDS SIM AND ACCESS CARD | 9780132619271 | PEARSON | 115 |
| MGT-01 | PRINCIPLES OF SUPERVISION | SUPERVISOR'S SURVIVAL KIT 11TH ED | 9780132396981 | PEARSON | 63 |
| MGT-02 | INTRO TO BUSINESS | BUSINESS -- A CHANGING WORLD | 9781259305641 | MCGRAW-HILL | 189 |
| MGT-03 | SUPERVISORY TRAINING | NO BOOK | | | |
| MGT-04 | SMALL BUSINESS MGMT | ENTREPRENEURSHIP, STARTING & OPERATING A SMALL BU | 9780132784085 | PEARSON | 201 |
| MGT-05 | PRINCIPLES OF MARKETING | MARKETING 5TH EDITION | 9780077729028 | MCGRAW-HILL | 224 |
| MGT-06 | HUMAN RESOURCE MANAGEMENT | A FRAMEWORK FOR HUMAN RESOURCE MGT | 9780132576147 | PEARSON | 178 |
| MGT-07 | CUSTOMER SERVICE | CUSTOMER SERVICE | 9780133056259 | PEARSON | 105 |
| MGT-08 | MONEY AND BANKING | MONEY AND BANKING | 9781111823351 | CENGAGE | 63 |
| MGT-09 | BUSINESS STRATEGIES | BUSINESS -- A CHANGING WORLD | 9781259305641 | MCGRAW-HILL | 224 |
| MIC-01 | COMPUTER LITERACY/OPERATIONS | COMP LIT BASICS: A GUIDE TO IC3, 5TH EDITION BUNDLE | 9781285427492 | CENGAGE | 195 |
| | | USB FLASH DRIVE | | MONROE | 6 |
| | | | | | 201 |
| MIC-01 | COMPUTER LITERACY/OPERATIONS | SAMS CARD 2013 | 9781305384736 | CENGAGE | 124 |
| MIC-02 | MICROSOFT® WORD | MICROSOFT OFFICE 2013 INTRODUCTORY | 9781285166027 | CENGAGE | 207 |
| MIC-03 | MICROSOFT® EXCEL® | MICROSOFT OFFICE 2013 ADVANCED | 9781285166230 | CENGAGE | 216 |
| MIC-04 | MICROSOFT® ACCESS® | | | | 423 |

| | | | | | CSB COURSE |
|---------|---------------------------------|---|---------------|---------|---------------|
| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | PRICE |
| MIC-05 | MICROSOFT® POWERPOINT® | | | | |
| MIC-10 | MICROSOFT® OUTLOOK® | | | | |
| MIC-02 | MICROSOFT® WORD | MICROSOFT WORD 2013 COMPLETE, 1ST EDITION | 9781285167725 | CENGAGE | 137 |
| MIC-03 | MICROSOFT® EXCEL® | MICROSOFT EXCEL 2013 COMPLETE, 1ST EDITION | 9781285168449 | CENGAGE | 137 |
| MIC-04 | MICROSOFT® ACCESS® | MICROSOFT ACCESS 2013:COMPLETE, 1ST ED | 9781285169071 | CENGAGE | 137 |
| MIC-05, | MICROSOFT® POWERPOINT® | MICROSOFT POWERPOINT 2013: COMPLETE 1ST ED | 9781285167893 | CENGAGE | 137 |
| MIC-06 | ADVANCED MICROSOFT® WORD | MICROSOFT WORD 2013 COMPREHENSIVE 1ST ED (RENTAL) | 9781285167688 | CENGAGE | 25 |
| MIC-07 | BASIC INTERNET PROGRAMMING | HTML & JAVA SCRIPT BASICS 4TH ED | 9780538742351 | CENGAGE | 112 |
| MIC-08 | INTERNET FUNDAMENTALS | INTERNET RESEARCH | 9781285854120 | CENGAGE | 66 |
| MIC-09 | MICROSOFT® PUBLISHER® | MICROSOFT PUBLISHER 2013 | 9781285167275 | CENGAGE | 182 |
| MIC-10 | MICROSOFT® OUTLOOK® | MICROSOFT OUTLOOK 2013 COMPLETE | 9781285168876 | CENGAGE | 137 |
| MIC-11 | MICROSOFT® WORD CERT REVIEW | GMETRIX ADOBE CERTIFIED ASSOCIATE | REZA | GMETRIX | 90 |
| MIC-12 | MICROSOFT® EXCEL® CERT REVIEW | GMETRIX ADOBE CERTIFIED ASSOCIATE | REZA | GMETRIX | 90 |
| MIC-13 | MICROSOFT® ACCESS® CERT REVIEW | GMETRIX ADOBE CERTIFIED ASSOCIATE | REZA | GMETRIX | 90 |
| MIC-14 | MICROSOFT® POWERPOINT® CERT REV | GMETRIX ADOBE CERTIFIED ASSOCIATE | REZA | GMETRIX | 90 |
| MIC-15 | ADOBE® PHOTOSHOP® I | ADOBE PHOTOSHOP REVEALED | 9781305260535 | CENGAGE | 84 |
| MIC-16 | ADOBE® PHOTOSHOP® II | NO BOOK | | | |
| MIC-17 | ADOBE® INDESIGN® | ADOBE INDESIGN REVEALED | 9781305262492 | CENGAGE | 84 |
| MIC-18 | ADOBE® DREAMWEAVER® | ADOBE DREAMWEAVER CREATIVE CLOUD REV, 1ST ED | 9781305118713 | CENGAGE | 84 |
| MIC-19 | ADOBE® ILLUSTRATOR® | ADOBE ILLUSTRATOR CREATIVE CLOUD REV, 1ST ED | 9781305262614 | CENGAGE | 125 |
| MIC-20 | ADOBE® CERTIFICATION REVIEW | GMETRIX ADOBE CERTIFIED ASSOCIATE | REZA | GMETRIX | 90 |
| MIC-21 | ADOBE® PORTFOLIO | THE GRAPHIC DESIGNER'S DIGITAL TOOL KIT | 9781305263659 | CENGAGE | 119 |
| MIC-22 | IT FUNDAMENTALS | PC PRO | 9781935080428 | TESTOUT | 150 |
| MIC-23 | TECHNICAL SUPPORT | PC PRO | 9781935080428 | TESTOUT | 150 |
| MIC-24 | HELP-DESK SUPPORT | A GUIDE TO CUSTOMER USER SUPPORT 6TH ED | 9781285852683 | CENGAGE | 171 |

| | | | | | CSB COURSE |
|------------|----------------------------------|---|-------------------|-------------|---------------|
| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | PRICE |
| MIC-25 | WINDOWS OS FUNDAMENTALS | WINDOWS CLIENT PRO | 9781935080459 | TESTOUT | 122 |
| MIC-26 | NETWORKING FUNDAMANTALS | NETWORK PRO | 9781935080435 | TESTOUT | 122 |
| MIC-27 | WINDOWS SERVER FUNDAMENTALS | SERVER PRO MANAGE AND ADMINISTER | 978-1-935080-50-3 | TESTOUT | 122 |
| MIC-28 | SECURITY FUNDAMENTALS | SECURITY PRO | 9781935080442 | TESTOUT | 122 |
| MIC-29 | CISCO CERTIFIED ENTRY NETWORKING | ROUTING AND SWITCHING PRO | 9781935080558 | TESTOUT | 122 |
| NUM-01 | MATH FUNDAMENTALS | ENHANCED WEBASSIGN PRINTED ACCESS CARD FOR DEV MATH | 9781285857701 | CENGAGE | 74 |
| NUM-02 | BUS MATH W/CALC | CALCULATOR TEXT-WORKBOOK, VOL 1 | SAF-CALCWKBK-I | SAFRAN | 36 |
| NUM-03 | FUNDAMENTALS OF ACCOUNTING | THE ACCOUNTING GAME: FRESH FRM LEMONADE STND | 9781402211867 | SOURCE BKS | 24 |
| NUM-04 | PRINCIPLES OF ACCOUNTING I | COLLEGE ACCTG TEXT CH 1-13 BUNDLE W/CONNECT | 9781260090079 | MCGRAW-HILL | 126 |
| | | CALCULATOR | KXC01S 240ZR | MONROE | 12 |
| | | | | | 138 |
| NUM-04 CAM | PRINCIPLES OF ACCOUNTING I | COLLEGE ACCTG TEXT CH 1-30 BUNDLE W/CONNECT | 97812600900123 | MCGRAW-HILL | 148 |
| | | CALCULATOR | KXC01S 240ZR | MONROE | 12 |
| | | | | | 160 |
| NUM-05 | PRINCIPLES OF ACCOUNTING II | | | | 0.00 |
| NUM-06 | PRINCIPLES OF ACCOUNTING III | | | | 0.00 |
| NUM-07 | PRINCIPLES OF ACCOUNTING IV | | | | |
| NUM-08 | PRINCIPLES OF ACCOUNTING V | | | | |
| NUM-09 | PRINCIPLES OF ACCOUNTING VI | | | | |
| NUM-10 | QUICKBOOKS® I | COMPUTERIZED ACCOUNTING WITH QUICKBOOKS 2015 | 9780763865177 | PARADIGM | 144 |
| NUM-12 | PAYROLL PREPARATION | PAYROLL ACCOUNTING 2016 | 9781305665910 | CENGAGE | 225 |
| NUM-13 | INCOME TAX PREPARATION I | INCOME TAX FUNDAMENTALS 2016 | 9781305664487 | CENGAGE | 226 |
| NUM-15 | PRINCIPLES OF COST ACCOUNTING | COST ACCOUNTING: A MANAGERIAL EMPHASIS | 9780133803815 | PEARSON | 297 |
| NUM-16 | PRINCIPLES OF COST ACCOUNTING II | NO BOOK | | | |
| NUM-17 | SAGE 50 I | COMPUTERIZED ACCOUNTING W/SAGE 50 2015 | 9780763853099 | PARADIGM | 133 |
| NUM-19 | CERTIFIED BOOKKEEPER PREPARATION | CERTIFIED BOOKKEEPER WORKBOOK SET | 1884826210 | AIPB | 210 |
| PD-01 | PERSONAL & STUDY SKILLS DEVELOP | CSB STUDENT HANDBOOK | SAF-ADMIN | SAFRAN | 0.00 |

| | | | | | CSB |
|--------|------------------------|---|---------------|------------|--------|
| | | | | | COURSE |
| NUMBER | COURSE NAME | BOOK TITLE | ISBN NUMBER | SOURCE | PRICE |
| | | HANDOUTS | SAF-ADMIN | SAFRAN | 0.00 |
| PD-02 | SELF-AWARENESS | SELF AWARENESS FOLDER | SAF-SELFAWARE | SAFRAN | 4 |
| PD-03 | PORTFOLIO DEVELOPMENT | PRESENTATION BOOK | | QUILL | 7 |
| PD-04 | JOB SEARCH PREPARATION | THE JOB HUNTING HANDBOOK | 0-940712-79-2 | DAHALSTROM | 4 |
| PD-05 | JOB SEARCH REVIEW | | | | |
| PD-06 | INTERNSHIP 185 | | | | |
| PD-07 | INTERNSHIP 205 | | | | |
| PD-08 | INTERNSHIP 225 | | | | |
| PD-09 | FINANCIAL LITERACY | FINANCIAL AVENUE | | | 30 |
| PD-10 | CERTIFIED INTERPRETER | THE COMMUNITY INTERPRETOR MANUAL & WORKBOOK | | | 192 |
| | | | | | |