



Summer 2010 Booklist

TNCC Bookstore (757) 825-3847 or (757) 825-2864
Visit the website at www.efollet.com

Course #	Course Title	Book Title, Author/Publisher, ISBN #
BUSC 3320	Procurement & Contract Mgmt	No Textbook Required
COMM 3100/3105	Effective Business Communication I & II	Business Communication, South-Western, Third Edition, Merrier, 9780538728843
COMM 3200	Healthcare Communication	Health Communication: Theory and Practice, Waveland Press, Kreps & Thorton, 2nd Edition, 0881336432
COMM 3305	Grammar, Editing & Proofreading	Developing Proofreading & Editing Skills Glenroe, Camp, 5 th Edition, 0072976551
DENT 3300	Dental Radiology Certification	No Textbook Required
ELEC 3200	Electrical	Textbook Provided in Course
HLTH 3300/3305	Human Anatomy & Physiology I & II	Essentials of Anatomy & Physiology, FA Davis, 5 th Edition, Scanlon & Sanders, 0803615469
HLTH 3325/3330	Medical Terminology I & II	Essentials of Medical Terminology, Delmar, 3rd Edition, Davies, 1401890193
HLTH 3400/3405	Medical Office Procedures I & II	Medical Office Administration (w/CD): A Worktext, Saunders, Potter, 2d Edition , 9781437703153
HLTH 3430/3435	Medical Transcription I	Beginning Medical Transcription Course, Delmar Publishers, Novak & Ireland, 6th Edition, 1401841089
HLTH 3450/3455	Medical Coding & Billing I & II	Medical Insurance Made Easy, Saunders, Brown, 2d Edition 0721605567
HLTH 3460/3465	Medical Coding & Billing III & IV (2)	2010 ICD-9-CM Volumes 1 & 2, American Medical Association, 9781437714340 2010 CPT Manual, American Medical Association, 9781603591188
HLTH 3475	Medical Coding & Billing Exam Prep	Medicare National Coding HCPCS Level II Codes, American Medical Association, 9781437702118
HLTH 3500	Pharmacy Practice	The Pharmacy Technician, Morton Publishing, 3 rd Edition, American Pharmaceutical Association, 9780895827364
HLTH 3510	Pharmacy Math	Pharmacy Calculations, Morton Publishing, Powers & Wakelin, 2 nd Edition, 0895826695
HLTH 3525	Pharmacology I & II	Pharmacology, Printice Hall, Johnston, 0131147645
HLTH 3550	Pharmacy Technician Exam Prep	The Pharmacy Technician Workbook & Certification Review, Morton Publishing, 2 nd Edition, 0895826595
HLTH 3850	Personal Fitness Trainer Certification	Fitness Professionals Handbook, Human Kinetics Publishers, 5th Edition, 9780736061780
HOST 3200	Food Service Sanitation	ServSafe Essentials, ServSafe Essentials, 5th Edition, 9780135026298
HVAC 3400	Mechanical	Textbook Provided in Course

Note for ITEC Computer Classes: All computer classes require a USB drive.

There are three ways to purchase textbooks from the Thomas Nelson Bookstore: (1) Online at the bookstore website: www.efollet.com. Once on the website, select textbooks, Virginia, Thomas Nelson Community College and the course code; (2) In person at the college bookstore, located in Griffin Hall, Room 215; and (3) Via phone with a charge card by calling 757-825-2864.

Most textbooks will be available for purchase by May 3, 2010. Please call bookstore to confirm. Please note that textbooks are subject to change based on availability and unforeseen circumstances. If a change is made, the bookstore will have the correct textbook information. If there is any doubt, please contact us at (757) 825-2937.



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ITEC 3115	Keyboarding I & II Combo	Keyboarding Course, Lesson 1-25. 17e, South-Western, 9780538730266
ITEC 3150	Windows I	Laying a Foundation with Microsoft Windows, Labyrinth Publications, Prostart Foundations, 1591360261
ITEC 3400	Word I	Microsoft Word 2007: Basic, Thomson Learning, Illustrated Course Guide, 1423905394
ITEC 3405	Word II	Microsoft Word 2007: Intermediate, Thomson Learning, Illustrated Course Guide, 1423905400
ITEC 3500	Excel I	Microsoft Excel 2007: Basic, Thomson Learning, Illustrated Course Guide, 1423905342
ITEC 3505	Excel II	Microsoft Excel 2007: Intermediate, Thomson Learning, Illustrated Course Guide, 1423905356
ITEC 3600	Access I & II Combo (2)	Microsoft Access 2007: Basic, Thomson Learning, Illustrated Course Guide, 1423905315
		Microsoft Access 2007: Intermediate, Thomson Learning, Illustrated Course Guide, 1423905326
ITEC 3700	PowerPoint I	Microsoft PowerPoint 2007: Basic, Thomson Learning Illustrated Course Guide, 1423905370
ITEC 3705	PowerPoint II	Microsoft PowerPoint 2007: Advanced, Thomson Learning, Illustrated Course Guide, 1423905385
ITEC 3780	Outlook I#	Microsoft Outlook 2007: Basic, Axzo Press, Course ILT Series, 1423918196
ITEC 5100	A+ Certified Professional	CompTIA A+ Complete Certification Kit (220-701/702), Docter, Dulaney, Skandier, Pyles, 9780470486474
ITEC 5150	Network+ Certified Professional	CompTIA Network+ 2009 In Depth 1e, Delmar learning, Dean, 1598638785
ITEC 5900	Security + Certified Professional	CompTIA Security+ Certification Kit: SY0-201, J.Wiley, 2d Edition, 9780470404867
PLMB 3400	Plumbing	Textbook Provided in Course
PLMB 3410	Gas Fitting	Textbook Provided in Course
TRNS 3400	Independent Motor Vehicle Dealer	Textbook Provided in Course

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