

Valley College Bookstore List

Please contact the school for price and purchasing options. Books are subject to change without notice. Please do not order any books from this list until you have confirmed they are correct.
Valley College does not rent textbooks, buy back textbooks, use e-books, or sell used textbooks.

Heating, Ventilation, and Air Conditioning Program						
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #	
HVAC100 HVAC105 HVAC110 HVAC205 HVAC215 HVAC230 HVAC235 HVAC245	Refrigeration and Air Conditioning Technology with Delmar Simulations (Special Valley College Bundle)	Whitman	Cengage	2013/7th	1-305-60679-5	
HVAC105	Residential Energy: Cost Savings and Comfort for Existing Buildings	Krigger	Pearson	2014/6th	0-133-41896-0	
HVAC115	Blueprints and Plans for HVAC	Moravek	Cengage	2013/4th	978-1-285-57860-6	
HVAC200	The Trade Technician's Soft Skills Manual	Coscia	Cengage	2012/1st	978-1-111-31381-4	
HVAC200	Your Career How To Make It Happen	Hardwood	Cengage	2013/8th	1-111-57231-3	
HVAC210	Practical Problems in Mathematics for Heating and Cooling Technicians	DeVore	Cengage	2013/6th	978-1-111-54135-4	
HVAC230	Troubleshooting and Repairing Major Appliances (Create)	Kleinert	MH	2013/3rd	978-1-308-16357-4	
HVAC240	ESCO Institute Section 608 Certification Exam Preparatory Manual (EPA Certification)	ESCO	ESCO	2000/5th	978-1-930-04400-5	
HVAC240	The HVAC/R Professional's Field Guide to Universal R-410a Safety & Training	Tomczyk	ESCO	2002/1st	978-1-930-04412-8	
HVAC245	BTU Buddy Notebook	Johnson	Cengage	2013/1st	978-1-435-42583-5	
Medical Clinical Assisting Program						
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #	
COM211	Your Career How To Make It Happen	Hardwood	Cengage	2013/8th	1-111-57231-3	
CPS121	Microsoft Outlook 2013 Course Notes	CT	Cengage	2014	1-285-46423-0	
CPS121	Microsoft Office 2013 for Medical Professionals	Warren	Cengage	2015	1-285-08390-3	
MED243	Integrated Electronic Health Records (with Connect card)	Shanholtzer	MH	2015/2nd	978-1-259-14830-9	
MED222	Administering Medications	Gauwitz	MH	2015/8th	978-1-259-28891-3	
MED206	BLS for Healthcare Providers	AHA	AHA	2011	978-1-61669-039-7	
MED102 MED116 MED118 MED201 MED206 MED211	Medical Assisting Administrative & Clinical Procedures with Workbook and Connect (Special Bundle)	Booth	MH	2014/5th	0-07-782541-1	
MED122	Medical Terminology: Get Connected (with access card)	Frucht	Pearson	2015/1st	978-0-133-97843-8	
MED251	Medical Assisting Review (with Connect card)	Moini	MH	2015/5th	1-259-29079-4	
Nursing Assistant (CNA) Program						
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #	
NUR101	Assisting in Long-Term Care	Gerlach	Cengage	2014/6th	978-1-111-53992-4	

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Business Administration Program (Online)					
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #
ACC122	Chapters 1-12 College Accounting (New Edition)	Nobel	Cengage	2015/12th	1-285-73577-3
ACC122	Chapters 1-12 Working Papers and Study Guide	Nobel	Cengage	2013/12th	1-285-83807-6
ACC242	Using QuickBooks Accountant 2014	Owen	Cengage	2015/13th	1-285-18342-8
BUS104	Essentials of the Legal Environment	Miller	Cengage	2016/5th	1-305-26267-0
BUS202	Survey of Econ	Sexton	Cengage	2014/2nd	1-285-08730-5
BUS212	Business Ethics (New Edition)	Jennings	Cengage	2015/8th	1-285-42871-4
BUS272	Business Plans that Work	Zacharakis	MH	2011/2nd	978-0-071-74883-4
COM122	COMP 3	Vandermey	Cengage	2016/3rd	1-305-11280-6
COM212	Your Career How To Make It Happen	Hardwood	Cengage	2013/8th	1-111-57231-3
COM132	Essentials of Business Communication	Guffey	Cengage	2016/10th	1-285-85891-3
CPS135	Microsoft Office Outlook 2013: Illustrated Essentials	Bunin	Cengage	2014/1st	1-285-09279-1
CPS135	Microsoft Windows 8: Introductory	Freund	Cengage	2014/1st	1-285-16313-3
CPS148	Microsoft Word 2013: Complete + SAM	Vermaat	Cengage	2014/1st	1-133-64578-X
CPS143 CPS233	Microsoft Excel 2013: Complete	Freund	Cengage	2014/1st	1-285-16844-5
CPS202	Microsoft PowerPoint 2013: Introductory	Sebok	Cengage	2014/1st	1-285-16786-4
HIS202	Major Problems in American History Since 1945	Zaretsky	Cengage	2014/4th	1-133-94414-0
MAT122	Contemporary. Business Math, Brief	Deitz	Cengage	2013/16th	1-133-19114-2
MGT103	BUSN 8	Kelly	Cengage	2016/8th	1-285-77529-5
MGT104	HR 3	Denisi	Cengage	2016/3rd	1-285-86757-2
MGT212	Small Business An Entr. Business Plan	Ryan	Cengage	2014/9th	1-285-16995-6
MKT122	MKTG 9 (New Edition)	Lamb	Cengage	2016/9th	1-285-86016-0
MKT202	The World of Customer Service	Gibson	Cengage	2012/3rd	0-8400-6424-1
MKT212	Promo 2	O'Guinn	Cengage	2013/2nd	1-133-62617-3
PSY102	PSYCH 4	Rathus	Cengage	2016/4th	1-305-09192-2
SOC202	SOC 3	Benokraitis	Cengage	2014/3rd	1-133-59212-0

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Medical Front Office, Billing and Coding Program (Online)					
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #
COM112	Essentials of Business Communication	Guffey	Cengage	2016/10th	1-285-85891-3
COM215	Your Career How To Make It Happen	Hardwood	Cengage	2013/8th	1-111-57231-3
CPS121	Microsoft Office Outlook 2013: Illustrated Essentials	Bunin	Cengage	2014	1-285-09279-1
CPS121	Microsoft Office 2013 for Medical Professionals	Warren	Cengage	2015	1-285-08390-3
MAT122	Contemporary. Business Math, Brief	Deitz	Cengage	2013/16th	1-133-19114-2
MED122	Medical Terminology: Get Connected (with access card)	Frucht	Pearson	2015/1st	978-0-133-97843-8
MED111	Basic Anatomy (Create)	Booth	MH	2014/5th	1-121-95233-X
MED132	Administrative Procedures for Medical Assisting (Create)	Booth	MH	2014/5th	1-121-85598-9
MED238	Medical Insurance: An Integrated Claims Process Approach (with Connect card)	Valerius	MH	2014/6th	0-073-38338-4
MED243	Integrated Electronic Health Records (with Connect card)	Shanholtzer	MH	2015/2nd	978-1-259-14830-9
MED244 MED247	3-2-1 Code it!	Green	Cengage	2016/5th	1-285-86721-1
Health Services Administration Program (Online)					
Used in Course(s)	Book Title	Author	Publisher	Year/ED	ISBN #
COM112	Essentials of Business Communication	Guffey	Cengage	2016/10th	1-285-85891-3
COM122	COMP 3	Vandermeij	Cengage	2016/3rd	1-305-11280-6
COM215	Your Career How To Make It Happen	Hardwood	Cengage	2013/8th	1-111-57231-3
CPS121	Microsoft Office Outlook 2013: Illustrated Essentials	Bunin	Cengage	2014	1-285-09279-1
CPS121	Microsoft Office 2013 for Medical Professionals	Warren	Cengage	2015	1-285-08390-3
CPS143	Microsoft Excel 2013: Complete	Freund	Cengage	2014	1-285-16844-5
HSA 200	Introduction to Healthcare Information Technology	Ciampa	Cengage	2013	1-133-78777-0
HSA 210	The U.S. Health System: Origins & Functions	Barsukiewicz	Cengage	2010	1-418-05298-1
HSA 230	Essentials of Health Care Compliance	Safian	Cengage	2010	1-418-04921-2
HSA 240	Shortell and Kaluzny's Health Care Management	Burns	Cengage	2012	1-435-48818-0
HSA 250	Prescription for Excellence	Mitchell	MH	2011	978-0-071-77354-6
MAT122	Contemporary. Business Math, Brief	Deitz	Cengage	2013/16th	1-133-19114-2
MED101	Medical Front Office for HSA (Create)	Booth	MH	2014/5th	1-121-87500-9
MED122	Medical Terminology: Get Connected (with access card)	Frucht	Pearson	2015/1st	978-0-133-97843-8
MED111	Basic Anatomy (Create)	Booth	MH	2014/5th	1-121-95233-X
MED132	Administrative Procedures for Medical Assisting (Create)	Booth	MH	2014/5th	1-121-85598-9
MED238	Medical Insurance: An Integrated Claims Process Approach (with Connect card)	Valerius	MH	2014/6th	0-073-38338-4
MED242 MED243	Integrated Electronic Health Records (with Connect card)	Shanholtzer	MH	2015/2nd	978-1-259-14830-9
MED244 MED246 MED247	3-2-1 Code it!	Green	Cengage	2016/5th	1-285-86721-1
PSY102	PSYCH 4	Rathus	Cengage	2016/4th	1-305-09192-2
SOC202	SOC 3	Benokraitis	Cengage	2014/3rd	1-133-59212-0