

**Projected Book list – Software Applications Semester  
(effective 2/1/12)**

**First Semester**

<b>Required Titles</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Retail Price</b>
Word 2010 Comprehensive with video	Cengage	9781133070290	177.95
MS Office 2010 Certification Prep, 1 ed	Cengage	113319107x	129.95
Excel 2010 Comprehensive w/ video	Cengage	9781133070313	177.95
Keyboarding (text and CD – 15 <sup>th</sup> ed)	Cengage	0538728248 0538725516	147.95
PowerPoint 2010 Comprehensive with video	Cengage	9781133070320	149.95
SAM Password – 2010, v. 1.0	Cengage	1111667373	108.95
Access 2010 Comprehensive w/ video	Cengage	9781133070344	177.95
Customer Service: A Practical Approach	Prentice-Hall	0135064333	81.95