

**UTC – ADULT EDUCATION  
TEXT BOOK LIST**

**The following is a list of required text books:** You may wish to order from Amazon.com where you can choose from new or used books. Used books are generally very inexpensive to purchase and are in very good shape. Borders Book Stores often have these books in stock or they will order them for you.

<b>Class</b>	<b>Title</b>	<b>Author</b>	<b>ISBN</b>	<b>Comments</b>
A+ Certification	Computer Service and Repair	Richard M. Roberts	1590708576	3 <sup>rd</sup> Edition
Basic Electricity for the Homeowner	Residential Construction Academy: House Wiring		1401813712	
Basic Keyboarding	Keyboarding Made Simple	Leigh E. Zeitz	0767917057	A few in stock at UTC for \$18
Computer Skills for the Beginner	Easy Computer Basics	Michael Miller	0789734206	
Med. Coding & Billing	ICD-9-CM 2008		1570664496	Spiral bound Soft cover
Med. Coding & Billing	HCPCS 2008		1570664560	Spiral bound Soft cover
Med. Coding & Billing	CPT Standard 2008		1579479367	Soft cover
Med. Coding & Billing	CPC Exam Review 2008		1416037118	Soft cover
Medical Terminology (A & B)	Medical Terminology: A Short Course	Davi-Ellen Chabner	1416001654	4 <sup>th</sup> Edition A few in stock at UTC for \$36
Medical Transcription (A & B)	Medical Transcription Fundamentals and Practice	Health Professions Institute	0131881434	Third Edition
Microsoft Office 2003	Plain & Simple 2003 Microsoft Office System	Jerry Joyce Marianne Moon	0735619824	A few in stock at UTC for \$25
Microsoft Office 2007	Plain & Simple 2007 Microsoft Office System	Jerry Joyce Marianne Moon	0735622736	A few in stock at UTC for \$26
Microsoft Access	Step by Step Microsoft Office Access 2007	Steve Lambert M.Dow Lambert	0735623031	
Microsoft Excel	Step by Step Microsoft Office Excel 2007	Curtis D. Frye	073562304X	A few in stock at UTC for \$25
Microsoft Word	Step by Step Microsoft Office Word 2007	Joyce Cox Joan Preppernau	0735623023	
QuickBooks Pro 2008	QuickBooks Pro 2008 Student Guide			Available at UTC for \$38