

**Liberty Adult Education  
Textbook Price List SY 2020-21**

Effective 6/10/20

<b>COMPUTER CLASSES</b>	<b>TEXTBOOK</b>	<b>ISBN:</b>	<b>PRICE</b>
Access: (Beg/Int)	Benchmark Series Access 2016 Level: 1 & 2	9780763869540	\$ 125.00
Access: (Int/Adv)	Benchmark Series Access 2016 Level: 1 & 2	9780763869540	\$ 125.00
Accounting I, II, &III	Century 21 Accounting + MindTap	9781337870641	\$ 115.00
Computer Concepts	Your Digital Foundation eBook & Full Color Textbook	9781591368281	\$ 65.00
Customer Relations for the 21st Century - NWoW	New World of Work (we make book)	<b>photocopy</b>	\$ 10.00
English For the Workplace	Basic English Review	9780538730952	\$ 95.00
Excel: (Advanced)	MS Office 365 & Excel 2016 Comprehensive, 1st Ed (Shelly Cashman)	9781305870727	\$ 165.00
Excel: (Beg/Int)	Benchmark Series Excel 2016 Level: 1 & 2	9780763869373	\$ 135.00
Excel: (Int/Adv)	Benchmark Series Excel 2016 Level: 1 & 2	9780763869373	\$ 135.00
Keyboarding	Keyboarding Folder	<b>class folder</b>	\$ 5.00
Workplace Math	Schaum's Outline of Basic Business Math	<b>photocopy</b>	\$ 30.00
MS Office Complete	Benchmark Series MS Office 2016	9780763869137	\$ 170.00
MS Office Core Skills	Benchmark Series MS Office 2016	9780763869137	\$ 170.00
Outlook (AM & PM Class)	FastCourse MS Outlook 2016	9781591369547	\$ 30.00
PowerPoint: (Beg-Int)	Benchmark Series PowerPoint 2016	9780763869700	\$ 100.00
PowerPoint: (Int-Adv)	Benchmark Series PowerPoint 2016	9780763869700	\$ 100.00
Proofreading & Editing	Proofreading and Editing Precision	9780538450454	\$ 75.00

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Effective 4/21/20

<b>ACTIVE ADULTS</b>	<b>TEXTBOOK</b>		<b>PRICE</b>
QuickBooks Online	QuickBooks Online: Comprehensive, Spring 2020 (Print w/ eLab & eBook)	9781640612181	\$ 130.00
Records Management (Business/Medical)	Alphabetic Indexing Rules	<b>photocopy</b>	\$ 30.00
Ten-Key (Accounting)	Touch Operation Electric Calculator (10-Key)	<b>photocopy</b>	\$ 25.00
Word: (Advanced)	MS Office 365 & Word 2016 Int. 1st Ed (Shelly Cashman)	9781305871007	\$ 140.00
Word: (Beg/Int & Int/Adv)	Word 2016 Comprehensive: Printed textbook, ebook, eLab license	9781591368335	\$ 130.00
<b>ACTIVE ADULTS</b>	<b>TEXTBOOK</b>		<b>PRICE</b>
Computer Basics	Welcome to Computer Basics	9781591367918	\$ 50.00
Computer Basics Plus!	Welcome to Microsoft Office 2016 Silver Series	9781591369707	\$ 50.00
<b>MEDICAL CLASSES</b>	<b>TEXTBOOK</b>		<b>PRICE</b>
Electronic Health Records/Simchart	SimChart for the Medical Office (AC) Cloud based software License	9780323756631	\$ 145.00
Medical Front Office Procedures	Medical Office Procedures 9 <sup>th</sup> Ed Loose Leaf/Connect Access	9780077862039	\$ 110.00
Medical Terminology	Medical Terminology for Healthcare Professionals, 9th Ed. By Jane Rice	9780134495347	\$ 100.00
Records Management (Business/Medical)	Alphabetic Indexing Rules	<b>photocopy</b>	\$ 30.00
<b>CLASS MATERIALS</b>	<b>SUPPLIES</b>		<b>PRICE</b>
USB Sticks			\$ 15.00
<b>ABE/HSE (GED)</b>	<b>TEXTBOOK</b>		<b>PRICE</b>
HSE (GED)	GED Test Prep 2020	9781506258652	\$ 30.00
ABE	McGraw-Hill Pre-GED Second Edition	9781260118131	\$ 30.00