

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

Effective 3/1/21

COMPUTER CLASSES	TEXTBOOK	ISBN:	PRICE
Access: (Beg/Int) & (Int/Adv)	Benchmark Series Access 2016 Level: 1 & 2	9780763869540	\$ 125.00
Accounting I, II, & III	Century 21 Accounting - Book Only	9781337870641	\$ 120.00
- MindTap for Century 21 Accounting	MindTap for Century 21 Accounting	9780357028032	\$ 40.00
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)	photocopy	\$ 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) & (Int/Adv)	Benchmark Series Excel 2016 Level: 1 & 2	9780763869373	\$ 135.00
Keyboarding	Keyboarding Folder	class folder	\$ 5.00
Workplace Math	Schaum's Outline of Basic Business Math	photocopy	\$ 30.00
MS Office Complete	Building a Foundation with Office 2016: Printed textbook, ebook, eLab license	9781591368205	\$ 145.00
MS Office Core Skills	Building a Foundation with Office 2016 Key Applications: Printed textbook, ebook, eLab	9781591368243	\$ 130.00
Outlook (AM & PM Class)	FastCourse MS Outlook 2016	9781591369547	\$ 30.00
PowerPoint: (Beg/Int)	PowerPoint 2016 Essentials: Printed textbook, ebook, eLab license	9781591368571	\$ 130.00
PowerPoint: (Int/Adv)	MS PowerPoint 2016: Level 3 ebook & Full Color Textbook	9781591369899	\$ 50.00
Proofreading & Editing	Proofreading and Editing Precision	9780538450454	\$ 75.00
QuickBooks Online: Levels 1 & 2	QuickBooks Online: Comprehensive, 2020-2021 (Print w/ eLab & eBook)	9781640612457	\$ 130.00
Records Management (Business)	Alphabetic Indexing Rules	photocopy	\$ 30.00
Ten-Key (Accounting)	Touch Operation Electric Calculator (10-Key)	photocopy	\$ 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
ACTIVE ADULTS	TEXTBOOK		PRICE
Computer Basics	Welcome to Computer Basics	9781591367918	\$ 50.00
Computer Basics Plus!	Welcome to Microsoft Office 2016 Silver Series	9781591369707	\$ 50.00

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MEDICAL CLASSES	TEXTBOOK		PRICE
Electronic Health Records/Simchart	SimChart for the Medical Office (AC) Cloud based software License	9780323756631	\$ 135.00
Medical Office Procedures	Medical Office Procedures 9 th Ed Loose Leaf/Connect Access	9781260266511	\$ 110.00
Medical Terminology	Medical Terminology for Healthcare Professionals, 9th Ed. By Jane Rice	9780134495347	\$ 100.00
Records Management (Medical)	Alphabetic Indexing Rules	photocopy	\$ 30.00
CLASS MATERIALS	SUPPLIES		PRICE
USB Sticks			\$ 15.00
ABE/HSE (GED)	TEXTBOOK		PRICE
HSE (GED)	GED Test Prep 2020	9781506258652	\$ 30.00
ABE	McGraw-Hill Pre-GED Second Edition	9781260118131	\$ 30.00