

BOOKLIST FOR WINTER 2021

COLLEGE WRITING

IV. COURSE MATERIALS

- Title:** A Writer's Reference. 7th ed. (2011)
Author(s): Hacker, Diana & Sommers, Nancy
ISBN: 0312601433
Publisher: Bedford/St. Martin's
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

CONSTITUTIONAL LAW

IV. COURSE MATERIALS

- Title:** The Bahamas Constitution, 1973
Link: https://www.oas.org/juridico/mla/en/bhs/en_bhs-int-text-const.pdf
ISBN: n/a
Publisher: n/a
- Title:** Global Issues in Constitutional Law. 1st Ed. (2007)
Author(s): Brian Landsberg & Leslie Jacobs
ISBN: 031417608X
Publisher: West Academic Publishing
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

MICROBIOLOGY

III. REQUIRED COURSE MATERIALS

- Title:** Microbiology – *An Introduction*. 11th Ed. (2012)
Author(s): Gerard J. Tortora, Berdell R. Funke, and Christine L. Case
ISBN: 0321733606
Publisher: Benjamin Cummings
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

MEDICAL TERMINOLOGY

III. REQUIRED COURSE MATERIALS

- Title:** Medical Terminology – *A Living Language*. 5th Ed. (2012)
Author(s): Bonnie F. Fremgen and Suzanne S. Frucht
ISBN: 0132843471
Publisher: Prentice Hall
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BUSINESS COMMUNICATION

III. REQUIRED COURSE MATERIALS

- Title:** Essentials of Business Communication. 9th Ed. (2013)
Author(s): Mary Ellen Guffey and Dana Loewy
ISBN: 1111821224
Publisher: Cengage Learning
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

COLLEGE ALGEBRA

IV. COURSE MATERIALS

- Title:** Algebra & Trigonometry. 9th Ed. (2011)
Author(s): Michael Sullivan
ISBN: 0321716566
Publisher: Pearson
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

ADVANCED COLLEGE WRITING

IV. COURSE MATERIALS

- Title:** A Writer's Reference. 7th ed. (2011)
Author(s): Hacker, Diana & Sommers, Nancy
ISBN: 0312601433
Publisher: Bedford/St. Martin's
- Title:** Backpack Literature. 4th Ed. (2011)
Author(s): X. J. Kennedy * Dana Gioia
ISBN: 0205151663
Publisher: Longman
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

GENERAL BIOLOGY

III. REQUIRED COURSE MATERIALS

- Title:** Biology. 11th Ed. (2013)
Author(s): Sylvia Mader
ISBN: 0073525502
Publisher: McGraw-Hill
- Title:** Lab Manual for Biology. 11th Ed. (2013)
Author(s): Sylvia Mader
ISBN: 0077479718
Publisher: McGraw-Hill
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

ANATOMY & PHYSIOLOGY II

IV. COURSE MATERIALS

- Title:** Integrated Computer Applications. 6th Ed. (2012)
Author(s): VanHuss, S., Forde, C., & Woo, D.,
ISBN: 1111988099
Publisher: South-Western, Cengage Learning.
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

PRINCIPLES OF ACCOUNTING

III. REQUIRED COURSE MATERIALS

- Title:** Fundamentals of Accounting Principles. *Volume 1. Chapters 1-12.* 21st Ed. (2012)
Author(s): John Wild, Ken Shaw, and Barbara Chiappetta
ISBN: 0077525280
Publisher: McGraw-Hill/Irwin
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

HEALTH ASSESSMENT

III. REQUIRED COURSE MATERIALS

- Title:** Physical Examination and Health Assessment. 6th Ed. (2011)
Author(s): Carolyn Jarvis
ISBN: 1437701515
Publisher: Saunders
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

LAW & ETHICS FOR HEALTH CARE PROVIDERS

IV. COURSE MATERIALS

- Title:** Principles of Macroeconomics. 6th Ed. (2011)
Author(s): N. Gregory Mankiw
ISBN: 0538453060
Publisher: South-Western Cengage Learning
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

INTRODUCTION TO BUSINESS

III. REQUIRED COURSE MATERIALS

- Title:** Business in Action. 7th Ed. (2014)
Author(s): Courtland L. Bovee and John V. Thill
ISBN: 0133773892
Publisher: Prentice Hall
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

THE EXCEPTIONAL LEARNER

III. REQUIRED COURSE MATERIALS

- Title:** The Exceptional Child – *Inclusion in Early Childhood Education*. 8th Ed. (2014)
Author(s): Eileen K. Allen
ISBN: 1285432371
Publisher: Cengage Learning
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

COMPREHENSIVE BEGINNER'S SPANISH

III. REQUIRED COURSE MATERIALS

- 1. Title:** Easy Spanish Step-By-Step. 1st Ed. (2005)
Author(s): Barbara Bregstein
ISBN: 0071463380
Publisher: McGraw-Hill
- 2. Title:** Webster's Spanish-English Dictionary for Students. 2nd. (2014)
Author(s): Merriam-Webster
ISBN: 1596951656
Publisher: Federal Street Press
- 3. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

CALCULUS

III. REQUIRED COURSE MATERIALS

- 1. Title:** Calculus-Early Transcendentals. 7th Ed. (2012)
Author(s): James Stewart
ISBN: 0840048254
Publisher: Brooks/Cole - Cengage Learning
- 2. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

ESSENTIALS OF NUTRITION

III. REQUIRED COURSE MATERIALS

- 1. Title:** Understanding Nutrition. 14th Ed. (2015)
Author(s): Eleanor Noss Whitney and Sharon Rady Rolfes
ISBN: 128587434X
Publisher: Cengage Learning
- 2. Title:** Growth and Development Across the Lifespans. 2nd Ed. (2012)
Author(s): Gloria Leifer and Eve Fleck
ISBN: 1455745456
Publisher: Saunders
- 3. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

LEADERSHIP DEVELOPMENT

III. REQUIRED COURSE MATERIALS

- 1. Title:** Leadership – *A Communication Perspective*. 6th Ed. (2013)
Author(s): Michael Z. Hackman and Craig E. Johnson
ISBN: 1478602597
Publisher: Waveland Press, Inc
- 2. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

EFFECTIVE SUCCESSION PLANNING

III. REQUIRED COURSE MATERIALS

- 1. Title:** The Talent Wave – *Why Succession Planning Fails and What to Do About It*. (2012)
Author(s): David Clutterbuck and Marshall Goldsmith
ISBN: 0749456973
Publisher: Kogan Page

BOOKLIST FOR WINTER 2021

- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association
INFANTS, TODDLERS & TWOS

IV. REQUIRED COURSE MATERIALS

- Title:** The Creative Curriculum for Infants, Toddlers, and Twos. 2nd Ed. (2006)
Author(s): Diane Trister Dodges, Sherrie Rudick, and Kai Lee Berke.
ISBN: 1879537990
Publisher: Teaching Strategies Inc.
- Title:** Teaching Infants, Toddlers, and Twos with Special Needs
Author(s): Clarissa Willis
ISBN: 0876590695
Publisher: Gryphon House
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

III. REQUIRED COURSE MATERIALS

- Title:** Effective Small Business Management. 11th Ed. (2014)
Author(s): Norman M. Scarborough
ISBN: 0133506320
Publisher: Prentice Hall
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

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LABOUR RELATIONS MANAGEMENT

III. REQUIRED COURSE MATERIALS

- 1. Title:** Labor Relations. 11th Ed. (2011)
Author(s): John Fossum
ISBN: 0078029155
Publisher: McGraw-Hill/Irwin
- 2. Title:** The Bahamas Employment Act, 2001
Link: <http://www.lexbahamas.com/Employment%20Act%202001.pdf>
- 3. Title:** The Bahamas Industrial Relations Act, 2002
Link: http://laws.bahamas.gov.bs/cms36/images/LEGISLATION/PRINCIPAL/1970/1970-0014/IndustrialRelationsAct_1.pdf
- 4. Title:** The Bahamas Minimum Wage Act, 2002
Link: <http://www.lexbahamas.com/Microsoft%20Word%20-%20Minimum%20Wages%20Act%202001.pdf>
- 5. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

FUNDAMENTALS OF LOGISTICS

III. REQUIRED COURSE MATERIALS

- 1. Title:** Business Logistics Management. 4th Ed. (2013)
Author(s): Wessel Pienaar, John Vogt, Kobus Cronje, Peter Kilbourn, Ulrike Kussing, Johan Louw, and Joubert van Eden
ISBN: 0199057133
Publisher: Oxford University Press
- 2. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

BOOKLIST FOR WINTER 2021

INTERMEDIATE SPANISH I

III. REQUIRED COURSE MATERIALS

- Title:** Easy Spanish Step-By-Step. 1st Ed. (2005)
Author(s): Barbara Bregstein
ISBN: 0071463380
Publisher: McGraw-Hill
- Title:** Webster's Spanish-English Dictionary for Students. 2nd. (2014)
Author(s): Merriam-Webster
ISBN: 1596951656
Publisher: Federal Street Press
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

GLOBAL & EMERGING MARKETS

III. REQUIRED COURSE MATERIALS

- Title:** Winning in Emerging Markets-A Road Map for Strategy and Execution (2010)
Author(s): Tarun Khanna and Krishna G. Palepu
ISBN: 1422166953
Publisher: Harvard Business Review Press
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

PROCESS IMPROVEMENT

III. REQUIRED COURSE MATERIALS

- Title:** The Process Improvement Handbook. 1st Ed. (2013)
Author(s): Tristan Boutros and Tim Purdle
ISBN: 0071817662
Publisher: McGraw-Hill Professional
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

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EFFECTIVE SUCCESS PLANNING

III. REQUIRED COURSE MATERIALS

- Title:** The Talent Wave –*Why Succession Planning Fails and What to Do About It.* (2012)
Author(s): David Clutterbuck and Marshall Goldsmith
ISBN: 0749456973
Publisher: Kogan Page
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

ART & SOCIETY

III. REQUIRED COURSE MATERIALS

- Title:** Janson's History of Art: The Western Tradition, Volume II, 8th Edition. (2011)
Author(s): Penelope Davies, David Simon, Walter Denny, Ann Roberts, & Frima Hofrichter
ISBN: 0205685196
Publisher: Pearson
- Title:** Contemporary Caribbean Art. 1st Ed. (2007)
Author(s): Tumelo (ed.) Mosaka
ISBN: 0872731588
Publisher: Brooklyn Museum / P. Wilson
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

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PUBLIC & ADMINISTRATIVE LAW

III. REQUIRED COURSE MATERIALS

- Title:** Administrative Law. 11th Ed. (2014)
Author(s): Christopher Forsyth and William Wade
ISBN: 0199683700
Publisher: Oxford University Press
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

PROJECT MANAGEMENT

III. REQUIRED COURSE MATERIALS

- Title:** A Guide to The Project Management Body Of Knowledge. 5th Ed. (2013)
Author(s): Project Management Institute
ISBN: 1935589679
Publisher: Project Management Institute
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

HUMAN PATHOPHYSIOLOGY

IV. REQUIRED COURSE MATERIALS

- Title:** Pathophysiology: Introductory Concepts and Clinical Perspectives. 1st Ed. (2016)
Author(s): Theresa M. Capriotti and Joan Parker Frizzell
ISBN: 080361571X
Publisher: F.A. Davis Company
- Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

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LIFESPAN & HUMAN DEVELOPMENT

IV. REQUIRED COURSE MATERIALS

- 1. Title:** Life-Span Human Development. 8th Ed. (2014)
Author(s): Carol K. Sigelman and Elizabeth A. Rider
ISBN: 1285454316
Publisher: Cengage Learning
- 2. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association

LAW & ETHICS FOR THE HEALTH CARE PROVIDERS

III. REQUIRED COURSE MATERIALS

- 1. Title:** Medical Law and Ethics. 4th Ed. (2011)
Author(s): Bonnie F. Fremgen
ISBN: 0132559226
Publisher: Prentice Hall
- 2. Title:** APA Manual 6th Ed. (2009) (*Recommended for all courses*)
Author(s): American Psychological Association
ISBN: 1433805618
Publisher: American Psychological Association