

## **FALL 2020 BOOKLIST**

PLEASE NOTE THAT THE APA MANUAL 6<sup>TH</sup> ED. (2009) IS A REQUIRED FOR ALL COURSES

### **GENERAL EDUCATION**

#### **COLLEGE WRITING (ENG 1101)**

- Title:** A Writer's Reference. 7<sup>th</sup> ed. (2011)  
**Author(s):** Hacker, Diana & Sommers, Nancy  
**ISBN:** 0312601433  
**Publisher:** Bedford/St. Martin's

#### **ADVANCED COLLEGE WRITING (ENG 1102)**

- Title:** A Writer's Reference. 7<sup>th</sup> ed. (2011)  
**Author(s):** Hacker, Diana & Sommers, Nancy  
**ISBN:** 0312601433  
**Publisher:** Bedford/St. Martin's
- Title:** Backpack Literature. 4<sup>th</sup> Ed. (2011)  
**Author(s):** X. J. Kennedy \* Dana Gioia  
**ISBN:** 0205151663  
**Publisher:** Longman

#### **COLLEGE ALGEBRA (MAT 1101)**

- Title:** Algebra & Trigonometry. 9<sup>th</sup> Ed. (2011)  
**Author(s):** Michael Sullivan  
**ISBN:** 0321716566  
**Publisher:** Pearson

#### **CALCULUS (MAT 1102)**

- Title:** Calculus-*Early Transcendentals*. 7<sup>th</sup> Ed. (2012)  
**Author(s):** James Stewart  
**ISBN:** 0840048254  
**Publisher:** Brooks/Cole - Cengage Learning

#### **COMPUTER APPLICATIONS (CIS 1177)**

- Title:** Integrated Computer Applications. 6<sup>th</sup> Ed. (2012)  
**Author(s):** VanHuss, S., Forde, C., & Woo, D.,  
**ISBN:** 978-1-111-98809-8  
**Publisher:** South-Western, Cengage Learning.

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### **GENERAL EDUCATION**

#### **GENERAL BIOLOGY (BIO 1104)**

- Title:** Biology. 11<sup>th</sup> Ed. (2013)  
**Author(s):** Sylvia Mader  
**ISBN:** 0073525502  
**Publisher:** McGraw-Hill
- Title:** Lab Manual for Biology. 11<sup>th</sup> Ed. (2013)  
**Author(s):** Sylvia Mader  
**ISBN:** 0077479718  
**Publisher:** McGraw-Hill

#### **COMPREHENSIVE BEGINNERS SPANISH (LEVEL I) (SPN 2230)**

- Title:** Easy Spanish Step-By-Step. 1<sup>st</sup> Ed. (2005)  
**Author(s):** Barbara Bregstein  
**ISBN:** 0071463380  
**Publisher:** McGraw-Hill
- Title:** Webster's Spanish-English Dictionary for Students. 2<sup>nd</sup>. (2014)  
**Author(s):** Merriam-Webster  
**ISBN:** 1596951656  
**Publisher:** Federal Street Press

#### **INTERMEDIATE SPANISH (LEVEL II) (SPN 3300)**

- Title:** Easy Spanish Step-By-Step. 1<sup>st</sup> Ed. (2005)  
**Author(s):** Barbara Bregstein  
**ISBN:** 0071463380  
**Publisher:** McGraw-Hill

#### **PRINCIPLES OF MACROECONOMICS (ECO 2232)**

- Title:** Principles of Macroeconomics. 6<sup>th</sup> Ed. (2011)  
**Author(s):** N. Gregory Mankiw  
**ISBN:** 0538453060  
**Publisher:** South-Western Cengage Learning

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### **GENERAL EDUCATION**

#### **PSYCHOLOGY (PSY 1101)**

- Title:** Psychology. 8<sup>th</sup> Ed. (2010)  
**Author(s):** Henry Gleitman, James Gross, & Daniel Reisberg  
**ISBN:** 0393932508  
**Publisher:** W. W. Norton & Company

#### **COLLEGE-PREP MATHEMATICS**

- Title:** Developmental Mathematics. 8th Ed. (2011)  
**Author(s):** Marvin L. Bittinger and Judith A. Beecher  
**ISBN:** 0321731530  
**Publisher:** Pearson

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### **SCHOOL OF NURSING & ALLIED HEALTH**

#### **INTRODUCTION TO HEALTH SCIENCE (AHS 1101)**

- Title:** DHO – Health Science. 8<sup>th</sup> Ed. (2013)  
**Author(s):** Louise M. Simmers, Karen Simmers-Nartker, and Sharon Simmers-Kobelak  
**ISBN:** 113369361X  
**Publisher:** Cengage Learning
- Title:** APA Manual 6<sup>th</sup> Ed. (2009) (*Recommended for all courses*)  
**Author(s):** American Psychological Association  
**ISBN:** 1433805618  
**Publisher:** American Psychological Association

#### **MEDICAL TERMINOLOGY (2220)**

- Title:** Medical Terminology – *A Living Language*. 5<sup>th</sup> Ed. (2012)  
**Author(s):** Bonnie F. Fremgen and Suzanne S. Frucht  
**ISBN:** 0132843471  
**Publisher:** Prentice Hall

#### **ANATOMY & PHYSIOLOGY (BIO 2216)**

- Title:** Human Anatomy & Physiology. 9<sup>th</sup> Ed. (2012)  
**Author(s):** Elaine N. Marieb and Katja Joehn  
**ISBN:** 0321743261  
**Publisher:** Pearson
- Title:** Growth and Development Across the Lifespans. 2<sup>nd</sup> Ed. (2012)  
**Author(s):** Gloria Leifer and Eve Fleck  
**ISBN:** 1455745456  
**Publisher:** Saunders

#### **HEALTH ASSESSMENT (NRS 1178)**

- Title:** Physical Examination and Health Assessment. 6<sup>th</sup> Ed. (2011)  
**Author(s):** Carolyn Jarvis  
**ISBN:** 1437701515  
**Publisher:** Saunders

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### **SCHOOL OF NURSING & ALLIED HEALTH**

#### **PHARMACOLOGY (PHM 2210)**

- Title:** Pharmacology. 6<sup>th</sup> Ed. (2014)  
**Author(s):** Karen Whalen  
**ISBN:** 1451191774  
**Publisher:** LWW
- Title:** Pharmacy Labs for Technicians – *Building Skills in Pharmacy Practice*. 2<sup>nd</sup> ED. (2013)  
**Author(s):** Jason P. Sparks and Lisa McCartney  
**ISBN:** 0763852392  
**Publisher:** EMC/Paradigm Publishing
- Title:** The Legal Handbook for Pharmacy Technicians. 1<sup>st</sup> Ed. (2008)  
**Author(s):** Diane L. Darvey  
**ISBN:** 158528159X  
**Publisher:** ASHP

#### **BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS (AHS 1105)**

- Title:** Responding to Emergency. 1<sup>st</sup> Ed. (2012)  
**Author(s):** Staywell  
**ISBN:** 1584805544  
**Publisher:** Staywell (CA)
- Title:** Heart saver First Aid with CPR and AED  
**Author(s):** American Heart Association  
**ISBN:** 0874934788  
**Publisher:** American Heart Association

#### **ANATOMY & PHYSIOLOGY I (BIO 2215)**

- Title:** Human Anatomy & Physiology. 9<sup>th</sup> Ed. (2012)  
**Author(s):** Elaine N. Marieb and Katja Joehn  
**ISBN:** 0321743261  
**Publisher:** Pearson
- Title:** Growth and Development Across the Lifespans. 2<sup>nd</sup> Ed. (2012)  
**Author(s):** Gloria Leifer and Eve Fleck  
**ISBN:** 1455745456  
**Publisher:** Saunders

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### **SCHOOL OF BUSINESS & COMPUTER SCIENCE**

#### **PRINCIPLES OF FINANCE**

**1. Title:** Introduction to Finance. 15<sup>th</sup> Ed. (2013)  
**Author(s):** Ronald W. Melicher and Edgar a. Norton  
**ISBN:** 1118492676  
**Publisher:** Wiley

**2. Financial Calculator:** (Either the TI BA II Plus or the HP 10B is recommended)

#### **MANAGERIAL ACCOUNTING (ACC 2230)**

**1. Title:** Managerial Accounting. 14<sup>th</sup> Ed. (2011)  
**Author(s):** Ray Garrison, Eric Noreen, and Peter Brewer  
**ISBN:** 0078111005  
**Publisher:** McGraw-Hill/Irwin

**2. Title:** Study Guide and Workbook for Managerial Accounting  
**Author(s):** Ray Garrison, Eric Noreen, and Peter Brewer  
**ISBN:** 007731784X  
**Publisher:** McGraw-Hill/Irwin

#### **BUSINESS LAW & ETHICS I (BUS 2270)**

**1. Title:** Business Law Today. 10<sup>th</sup> Ed. (2014)  
**Author(s):** Roger LeRoy Miller  
**ISBN:** 1133273564  
**Publisher:** Cengage Learning

#### **INTRODUCTION TO URBAN PLANNING (PUB 2290)**

**1. Title:** Contemporary Urban Planning. 10<sup>th</sup> Ed. (2012)  
**Author(s):** John M. Levy  
**ISBN:** 0205851738  
**Publisher:** Pearson

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### **INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY (PSY 2240)**

- Title:** Work in the 21<sup>st</sup> Century –*An Introduction to Industrial and Organizational Psychology*. 4<sup>th</sup> Ed. (2012)  
**Author(s):** Frank J. Landy and Jeffrey M. Conte  
**ISBN:** 1118291204  
**Publisher:** Wiley

### **COMPUTERIZED ACCOUNTING SYSTEMS (ACC 2250)**

- Title:** Computer Accounting with QuickBooks. 16<sup>th</sup> Ed. (2014)  
**Author(s):** Donna Kay  
**ISBN:** 1259289141  
**Publisher:** McGraw-Hill/Irwin

### **ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

- Title:** Effective Small Business Management. 11<sup>th</sup> Ed. (2014)  
**Author(s):** Norman M. Scarborough  
**ISBN:** 0133506320  
**Publisher:** Prentice Hall

### **FINANCIAL ACCOUNTING (ACC 2225)**

- Title:** Financial Accounting. 9<sup>th</sup> Ed. (2013)  
**Author(s):** Jerry J. Weygandt, Donald E. Kieso, and Paul D. Kimmel  
**ISBN:** 1118334329  
**Publisher:** Pearson
- Title:** Financial Statements –*A Step-by-Step Guide to Understanding and Creating Financial Reports*. (2009)  
**Author(s):** Thomas R. Ittelson  
**ISBN:** 1601630239  
**Publisher:** Career Pr Inc.

### **APPLIED STATISTICS (ACC 2220)**

- Title:** The Basic Practice of Statistics. 6<sup>th</sup> Ed. (2012)  
**Author(s):** David S. Moore, William I. Notz, and Michael A. Figner  
**ISBN:** 1464102546  
**Publisher:** W. H. Freeman

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### **SCHOOL OF BUSINESS & COMPUTER SCIENCE**

#### **MANAGEMENT FUNDAMENTALS (MGT 2230)**

- Title:** Management. 11<sup>th</sup> Ed. (2013)  
**Author(s):** Richard L. Daft  
**ISBN:** 1285068653  
**Publisher:** Cengage Learning

#### **ESSENTIALS OF SUPERVISION (MGT 2250)**

- Title:** Supervisory Management. 9<sup>th</sup> Ed. (2014)  
**Author(s):** Donald C. Mosely and Paul H. Pietri  
**ISBN:** 1285063007  
**Publisher:** Cengage Learning

#### **CONSTITUTIONAL LAW (LAW 2293)**

- Title:** The Bahamas Constitution, 1973  
**Link:** [https://www.oas.org/juridico/mla/en/bhs/en\\_bhs-int-text-const.pdf](https://www.oas.org/juridico/mla/en/bhs/en_bhs-int-text-const.pdf)  
**ISBN:** n/a  
**Publisher:** n/a

#### **INTRODUCTION TO BUSINESS (BUS 1101)**

- Title:** Business in Action. 7<sup>th</sup> Ed. (2014)  
**Author(s):** Courtland L. Bovee and John V. Thill  
**ISBN:** 0133773892  
**Publisher:** Prentice Hall

#### **STATISTICS FOR BEHAVIORAL & SOCIAL SCIENCES**

- Title:** Statistics for The Behavioral and Social Science. 5<sup>th</sup> Ed. (2010)  
**Author(s):** Dr. Arthur Aron, Dr. Elliot Coups, and Dr. Elaine N. Aron  
**ISBN:** 0205797253  
**Publisher:** Pearson
- Title:** Study Guide and Workbook for Statistics for The Behavioral and Social Science. 5<sup>th</sup> Ed. (2010)  
**Author(s):** Dr. Arthur Aron, Dr. Elliot Coups, and Dr. Elaine N. Aron  
**ISBN:** 0205797296  
**Publisher:** Pearson



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### **SCHOOL OF BUSINESS & COMPUTER SCIENCE**

#### **PUBLIC SECTOR MANAGEMENT (PUB 3305)**

- Title:** The Public Sector-*Managing The Unmanageable*. 1<sup>st</sup> Ed. (2013)  
**Author(s):** Alexander Stevenson  
**ISBN:** 0749467770  
**Publisher:** Kogan Page

#### **ORGANIZATIONAL BEHAVIOR (BUS 3310)**

- Title:** Organizational Behavior. 16<sup>th</sup> Ed. (2014)  
**Author(s):** Stephen P. Robbins and Timothy A. Judge  
**ISBN:** 0133507645  
**Publisher:** Prentice Hall

#### **OPERATIONS MANAGEMENT (BUS 4404)**

- Title:** Operations Management. 11<sup>th</sup> Ed. (2014)  
**Author(s):** Jay Heizer and Barry Render  
**ISBN:** 0132921146  
**Publisher:** Prentice Hall

#### **CORPORATE FINANCE (BFF 3320)**

- Title:** Corporate Finance. 10<sup>th</sup> Ed. (2012)  
**Author(s):** Stephen Ross, Randolph W. Westerfield, and Jeffrey Jaffe.  
**ISBN:** 0205685196  
**Publisher:** McGraw-Hill/Irwin

#### **INTERNATIONAL MANAGEMENT (MGT 4470)**

- Title:** International Management-*Managing Across Borders and Cultures*. 8<sup>th</sup> Ed. (2013)  
**Author(s):** Helen Deresky  
**ISBN:** 0133062120  
**Publisher:** Prentice Hall

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**SCHOOL OF EDUCATION & SOCIAL SCIENCE**

### **CHILD GROWTH & DEVELOPMENT (EDU 2244)**

- Title:** Child Development. 9<sup>th</sup> Ed. (2012)  
**Author(s):** Laura E. Berk  
**ISBN:** 0205149766  
**Publisher:** Pearson

### **THE EXCEPTIONAL LEARNER (EDU 2270)**

- Title:** The Exceptional Child – *Inclusion in Early Childhood Education*. 8<sup>th</sup> Ed. (2014)  
**Author(s):** Eileen K. Allen  
**ISBN:** 1285432371  
**Publisher:** Cengage Learning

### **METHODS OF INTEGRATING MUSIC, ARTS & DRAMA (PED 2262)**

- Title:** Integrating the Arts Across the Elementary School Curriculum. 2<sup>nd</sup> Ed. (2012)  
**Author(s):** Phyllis Gelineau  
**ISBN:** 1111301263  
**Publisher:** Cengage Learning
- Title:** Theater Games for the Classroom-*A Teacher's Handbook*. 1<sup>st</sup> Ed. (1986)  
**Author(s):** Viola Spolin  
**ISBN:** 0810140047  
**Publisher:** Northwestern University Press

### **TEACHING SOCIAL STUDIES IN PRIMARY EDUCATION (PED 2271)**

- Title:** Social Studies in Elementary Education. 14<sup>th</sup> Ed. (2011)  
**Author(s):** Walter C. Parker  
**ISBN:** 0137034253  
**Publisher:** Pearson

### **DYNAMICS OF THE CLASSROOM (EDU 2260)**

- Title:** Human Diversity in Education –*An Intercultural Approach*. 8<sup>th</sup> Ed. (2014)  
**Author(s):** Kenneth Cushner, Averil McClelland, and Philip Safford  
**ISBN:** 0078110335  
**Publisher:** McGraw-Hill Humanities/Social Sciences/Languages

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### **SCHOOL OF EDUCATION & SOCIAL SCIENCE**

#### **APPLIED ACTION RESEARCH IN TEACHING & LEARNING (EDU 4450)**

- Title:** Action Research –*Improving Schools and Empowering Educators*. 4<sup>th</sup> Ed. (2013)  
**Author(s):** Craig A. Mertler  
**ISBN:** 1452244421  
**Publisher:** SAGE Publications, Inc
- Title:** Student Teaching and Field Experience Handbook. 7<sup>th</sup> Ed. (2010)  
**Author(s):** Betty D. Roe, Elinor P. Ross and Sandy H. Smith  
**ISBN:** 0137152752  
**Publisher:** Pearson
- Title:** Understanding and Evaluating Educational Research. 4<sup>th</sup> Ed. (2009)  
**Author(s):** and Jon F. Wergin  
**ISBN:** 0135016789  
**Publisher:** Pearson

#### **METHODS OF TEACHING LANGUAGE ARTS & INTEGRATING LITERACY IN ECE II (ECE 3322)**

- Title:** Early Childhood Experience in Language Arts- *Early Literacy*. 10<sup>th</sup> Ed. (2012)  
**Author(s):** Jeanne M. Machado  
**ISBN:** 1111832617  
**Publisher:** Cengage Learning
- Title:** Language Development in Early Childhood Education. 4<sup>th</sup> Ed. (2013)  
**Author(s):** Beverly W. Otto  
**ISBN:** 0132867559  
**Publisher:** Pearson

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### **SCHOOL OF EDUCATION & SOCIAL SCIENCE**

#### **CLASSROOM MANAGEMENT STRATEGIES (ECE 2280) EARLY CHILDHOOD EDUCATION MAJORS**

- Title:** Constructive Guidance and Discipline: Preschool and Primary Education. 5<sup>th</sup> Ed. (2009)  
**Author(s):** Marjorie V. Fields, Nancy Perry, and Deborah M. Fields.  
**ISBN:** 0136035930  
**Publisher:** Pearson
- Title:** Teaching Children to Care: Classroom Management for Ethical & Academic Growth. (2002)  
**Author(s):** Ruth Sidney Charney and Nel Noddings  
**ISBN:** 1892989085  
**Publisher:** Northeast Foundation for Children

#### **CLASSROOM MANAGEMENT STRATEGIES (PED 2280) PRIMARY EDUCATION MAJORS**

- Title:** Classroom Management for Elementary Teachers. 9<sup>th</sup> Ed. (2012)  
**Author(s):** Carolyn M. Everston  
**ISBN:** 0132693267  
**Publisher:** Pearson
- Title:** Teaching Children to Care: Classroom Management for Ethical & Academic Growth. (2002)  
**Author(s):** Ruth Sidney Charney and Nel Noddings  
**ISBN:** 1892989085  
**Publisher:** Northeast Foundation for Children

#### **METHODS OF TEACHING READING II IN PRIMARY EDUCATION (PED 3320)**

- Title:** Literacy for the 21<sup>st</sup> Century – *A Balanced Approach*. 6<sup>th</sup> Ed. (2013)  
**Author(s):** Gail E. Tompkins  
**ISBN:** 013283779X  
**Publisher:** Pearson
- Title:** The Next Step in Guided Reading. 1<sup>st</sup> Ed. (2009)  
**Author(s):** Jan Richardson  
**ISBN:** 0545133610  
**Publisher:** Scholastic Teaching Resources



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### **SCHOOL OF EDUCATION & SOCIAL SCIENCE**

#### **EDUCATION & SOCIAL POLICY (EDU 4415)**

**1. Title:** Policy Studies for Educational Leaders –*An Introduction*. 4<sup>th</sup> Ed. (2012)

**Author(s):** Frances C. Fowler

**ISBN:** 013267811X

**Publisher:** Pearson



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### **SCHOOL OF EDUCATION & SOCIAL SCIENCE**

#### **PRINCIPLES OF SOCIOLOGY (SOC 1100)**

- Title:** Essentials of Sociology. 5<sup>th</sup>Ed. (2014)  
**Author(s):** Anthony Giddens, Mitchell Duneier, Richard P. Appelbaum, and Deborah Carr  
**ISBN:** 0393937453  
**Publisher:** W. W. Norton & Company

#### **PUBLIC POLICY PROCESS (PUB 2295)**

- Title:** An Introduction to the Policy Process. 3<sup>rd</sup> Ed. (2010)  
**Author(s):** Thomas A. Birkland  
**ISBN:** 0765625326  
**Publisher:** M.E. Sharpe

#### **PROCESS IMPROVEMENT (MGT 4410)**

- Title:** The Process Improvement Handbook. 1<sup>st</sup> Ed. (2013)  
**Author(s):** Tristan Boutros and Tim Purdle  
**ISBN:** 0071817662  
**Publisher:** McGraw-Hill Professional

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### **SCHOOL OF EDUCATION & SOCIAL SCIENCE**

#### **GLOBAL POLITICAL ECONOMY (POL 3320)**

- Title:** Global Political Economy. 6<sup>th</sup> Ed. (2011)  
**Author(s):** Theodore H. Cohn  
**ISBN:** 0205075835  
**Publisher:** Pearson

#### **BUDGETING IN THE PUBLIC SECTOR (PUB 2281)**

- Title:** Public Sector Accounting and Budgeting for Non-Specialists. (2015)  
**Author(s):** G. Jan van Helden and Ron Hodges.  
**ISBN:** 1137376988  
**Publisher:** Palgrave Macmillan

#### **PUBLIC SECTOR LEADERSHIP (PUB 3385)**

- Title:** Leadership in the Public Sector – *Promise and Pitfalls*. (2013)  
**Author(s):** Christine Teelken, Ewan Ferlie, and Mike Dent.  
**ISBN:** 0415525837  
**Publisher:** Routledge