



This is a "Bring Your Own Device (BYOD)" program and requires students to own or acquire a device (specifically a laptop) that meets the minimum technical specifications for the program.

[More info about the BYOD program is provided here.](#)

Programs: Office Skills  
 Office Management  
 Legal Administration  
 Medical Administration  
 Campus: Victoria Avenue East  
 Term: 20/FALL

**BOOK LIST - OFFICE PROGRAMS**

Last Updated: August 13, 2020

Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
Fall	LAWG-0090	Criminal Law	No book required							
Fall	LAWG-0083	Family Law	No book required							
Fall	ACCT-0003	Financial Accounting 1	Fundamental Accounting Principles (Vol. 1) Connect and eBook Working Papers ( Optional)	Larson, Dieckmann	MCGRW	16th	9781260305821 9781260305968 9781260305302	No	Yes	\$152.00 TBD \$40.25
Fall	HRMG-0042	Human Relations & Diversity	Interpersonal Skills in Organizations	Dowd	McGraw Hill	6th	9781260141351	Yes	Yes	\$145.00
Fall	HRMG-0043	Human Resource Processes	Coursepack			Version #3				
Fall	LAWG-0072	Legal Issues	No book required							
Fall	MKTG-0044	Marketing Principles	TBD							\$149.50
Fall	HLTH-0113	Medical Terminology 1	Language of Medicine	Chabner	Elsevier	12th	9780323551472	Yes	Yes	\$144.00
Fall	HLTH-0157	Medical Terminology 2	Same as Medical Terminology 1							\$144.00
Fall	COMM-0372	Office Communications 1	No book required							
Fall	OFAD-0022	Office Procedures 1	No book required							
Fall	COMP-0566	Software Applications 2	No book required							
Fall	COMP-0129	Word Processing 1	Keyboarding & Word Processing Essentials Lessons 1-55	VanHuss, et al.	Cengage Learning	20th	9781337103022	No	Yes	\$139.50

NOTE: Book list and prices are subject to revision

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