



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: MC and PC
Term: 22/SPRING

BOOK LIST - OFFICE PROGRAMS

Last Updated: April 5, 2022

Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
Spring	COMP-0046	Word Processing 2	Advanced Word Processing MS Word 2016 - Lessons 56-110	VanHuss, et al.	Cengage Learning	20th	9781337103268	No	Yes	\$137.50
			Word Processing Coursepack	-	-	-	-	-	No	Yes
Spring	COMP-0556	Accounting Software (MC)	Mastertrack Accounting Series. Sage 50 Premium Accounting 2017 Level 1	CCI	CCI		9781553325123	No	Yes	\$55.00
			Mastertrack Accounting Series. Quickbooks Premier 2017 2 Book Bundle (Level 1 and 2)	CCI	CCI		9781553325253	No	Yes	\$87.50
Spring	COMP-0563	Presentations & Promotions	No book required							
Spring	COMP-0564	Software Applications 1	No book required							
Spring	MATH-0104	Office Mathematics (MC)	Mathematics of Business and Finance	Daisley Kugathanan	Vretta	4th	9781927737545	No	Yes	\$148.25

NOTE: Book list and prices are subject to revision