



**BOOK LIST - OFFICE PROGRAMS**

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(MC) and**  
 Term: **22/Fall**

Last Updated: **August 16, 2022**

Campus	Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
MC	Fall	ACCT-0003	Financial Accounting 1	Fundamental Accounting Principles (Bundled) Connect and E-Book Working Papers (Optional)	Larson Dieckmann	MCGW	17th	9781265164270 9781264943920 9781260881783		Yes Optional Optional	\$165.75 \$107.00 \$42.75
MC	Fall	ACCT-0004	Financial Accounting 2	Fundamental Accounting Principles (Bundled) Connect and E-Book	Larson Dieckmann	MCGW	18th	9781265166588 9781264960200		Yes Optional	165.75 107.00
MC	Fall	COMM-0372	Office Communications 1	Textbook not required							
MC	Fall	COMP-0129	Word Processing 1	College Keyboarding: Keyboarding and Work Processing Essentials, Microsoft Word Word Processing 1 Course Pack 2022/23	VanHuss, et al Patty-Jo-Burt	Cengage	20th	9781337103022	N	Yes	\$103.25 \$15.00
MC	Fall	COMP-0563	Presentations and Promotions	Textbook not required							
MC	Fall	COMP-0566	Software Applications 2	Textbook not required							
MC & PC	Fall	HLTH-0113	Medical Terminology 1	The Language of Medicine	Chabner	Elsevier	12th	9780323551472	N	Yes	\$167.00
MC & PC	Fall	HLTH-0157	Medical Terminology 2	The Language of Medicine	Chabner	Elsevier	12th	9780323551472	N	Yes	\$167.00
MC & PC	Fall	HRMG-0043	Human Resources Processes	Course Pack			Ver. 5		N	Yes	\$25.00
MC	Fall	HRMG-0116	Personal & Career Development	Insight Ebook	Eurich	Currency		9780525573944	N	Yes	\$24.00
MC	Fall	LAWG-0072	Legal Issues	Textbook not required							
MC	Fall	LAWG-0083	Family Law	Textbook not required							
MC	Fall	LAWG-0090	Criminal Law	Textbook not required							
MC	Fall	MKTG-0044	Marketing Principles	Marketing: Real People, Real Choices with Mylab	Solomon	Pearson	11th	9780135209929	Yes	Yes	\$142.00
MC	Fall	OFAD-0022	Office Procedures 1	Textbook not required							