



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: 23/Spring

Last Updated: **March 30, 2023**

BOOK LIST - OFFICE PROGRAMS

Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
Spring	COMM-0372	Office Communications 1	Essentials of Business Communication	Guffey, Loewy, Amonte	Cengage Learning	10th Cdn	9780176909659	No	Yes	\$127.25
			Advanced Word Processing	VanHuss, et al.	Cengage Learning	20th	9781337103268	No	Yes	\$152.75
Spring	COMP-0046	Word Processing 2	Word Processing Coursepack 2023	- ACC	- ACC MB	- 22/23		No	Yes	\$14.00
			Quickbooks Premier	CCI Learning	CCI Learning Solutions	2017	9781553325253	No	Yes	\$87.50
Spring	COMP-0556	Accounting Software	Sage 50 Premier Accounting Level 1	CCI Learning	CCI Learning Solutions	2017	9781553325123	No	Yes	\$55.00
Spring	COMP-0564	Software Applications 1	No Textbook Required							
Spring	MATH-0104	Office Mathematics	Mathematics of Business and Finance (w/Access)	Daisley, Kugathasan	Vretta	4th	9781927737545	No	Yes	\$148.25