



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.

Programs: Office Skills  
Office Management  
Legal Administration  
Medical Administration

Campus: MC

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

## BOOK LIST - OFFICE PROGRAMS

Term: 23/Fall

Last Updated: July 28, 2023

Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
Fall	ACCT-0003	Financial Accounting 1	Fundamental Accounting Principles (Vol. 1) Connect and eBook Working Papers ( Optional) BA II Plus Calculator	Larson, Dieckmann	MCGRW	17th	9781260881325 9781264943920 9781260881783	No	Yes Optional Recommended	\$177.75 119.00 \$47.50
Fall	ACCT-0004	Financial Accounting 2	Fundamental Accounting Principles Vol.2 (Bundled: Text, Connect access, & eBook) <i>or</i> Fundamental Accounting Principles Vol.2 (Connect access & eBook) BA II Plus Calculator	Larson	MCGRW	17th	9781265166588  9781264960200		Yes  Optional Recommended	\$177.75  \$119.00 \$61.99
Fall	COMM-0372	Office Communications 2	No book required							
Fall	COMP-0129	Word Processing 1	Keyboarding & Word Processing Essentials Lessons 1-55 Word Processing Coursepack	VanHuss, et al.	Cengage Learning	20th 21st	9781337103022	No	Yes Yes	\$114.75 \$16.50
Fall	COMP-0563	Presentations & Promotions	No book required							
Fall	COMP-0566	Software Applications 2	No book required							
Fall	HLTH-0113	Medical Terminology 1	Language of Medicine	Chabner	Elsevier	12th	9780323551472	No	Yes	\$169.50
Fall	HLTH-0157	Medical Terminology 2	Same as Medical Terminology 1							\$169.50
Fall	HRMG-0043	Human Resource Processes	Coursepack			Version #5		Yes	Yes	\$26.50
Fall	HRMG-0116	Personal and Career Development	Insight - The Surprising Truth About How Others See Us, How We See Ourselves, And Why The Answers Matter More Than We Think	Eurich, Tasha	Currency	Paperback	9780525573944	Yes	Yes	\$24.00
Fall	LAWG-0072	Legal Issues	No book required							
Fall	LAWG-0090	Criminal Law	No book required							
Fall	MKTG-0044	Marketing Principles	Marketing: Real People, Real Choices	Solomon	Pearson	10th	9780135209929	No	Yes	\$177.50
Fall	OFAD-0022	Office Procedures 1	No book required							