



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: **24/Fall**

Last Updated: **July 31, 2024**

Location	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 (Vol. 1) Connect and eBook	Larson, Dieckmann	MCGRW	17th	9781260881325		Yes	\$189.50
				Working Papers (Optional)				9781264943920	No	Optional	\$119.00
				BA II Plus Calculator				9781260881783		Recommended	\$61.99
MC	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)	Larson	MCGRW	17th	9781265166588	No	Yes	\$189.50
								9781264960200	No	Optional	\$119.00
				BA II Plus Calculator						Recommended	\$61.99
MC	Fall	COMM-0372	Office Communications 2	No book required							
MC	Fall	COMP-0129	Word Processing 1	College Keyboarding: Keyboarding & Word Processing Essentials Lessons 1-55	VanHuss, et al.	Cengage Learning	20th	9781337103022	No	Yes	\$165.75
				Word Processing Coursepack							2024/25
MC	Fall	COMP-0563	Presentations & Promotions	No book required							
MC	Fall	COMP-0566	Software Applications 2	No book required							
MC	Fall	HLTH-0113	Medical Terminology 1	The Language of Medicine	Chabner	Elsevier	13th	9780443107795	No	Yes	\$146.99
				Medical Terminology online for the Language of Medicine					Chabner	Elsevier	13th
MC	Fall	HLTH-0157	Medical Terminology 2	The Language of Medicine	Chabner	Elsevier	13th	9780443107795	No	Yes	\$146.99
				Medical Terminology online for the Language of Medicine					Chabner	Elsevier	13th
MC	Fall	HRMG-0043	Human Resource Processes	No book required							
MC	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	ebook	9780451496829	No	Yes	\$24.00
MC	Fall	LAWG-0072	Legal Issues	No book required							
MC	Fall	LAWG-0083	Family Law	No book required							
MC	Fall	LAWG-0090	Criminal Law	No book required							
MC	Fall	MKTG-0044	Marketing Principles	Marketing: The Core with Connect	Kerin, Hartley, Bonifacio, Dumont, Koufman	McGraw Hill	7th Cdn	9781265771638	Yes	Yes	\$154.00
MC	Fall	OFAD-0022	Office Procedures 1	No book required							

NOTE: Prices are subject to change. Please visit the bookstore website for the most up to date information