



SUPPLY & BOOKLIST FOR 2020-2021
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Supplies List:

<ul style="list-style-type: none"> ▪ Portfolio binder, sheet protectors & divider tabs 	<ul style="list-style-type: none"> ▪ Calculator 	<ul style="list-style-type: none"> ▪ Pen/pencil ▪ Highlighters
<ul style="list-style-type: none"> ▪ USB drive (4 GB or larger) (USB DRIVE IS NEEDED ON 1ST DAY OF CLASS) 	<ul style="list-style-type: none"> ▪ Ear buds ▪ Index cards 	<ul style="list-style-type: none"> ▪ Notebook paper/folders ▪ Sticky notes

Student must make sure that they **are not purchasing an Instructor’s Edition textbook for any of the books on this booklist. Students are NOT allowed to have textbooks with answers and any other resources that are for the instructor’s use.

Want to compare online bookstore prices? Go to www.TextSurf.com; key in the textbook ISBN to compare textbook vendor prices.

PROGRAM NUMBER (B070110)
Information Technology Assistant, OTA0040. (OCP A). 150 Hours
<ul style="list-style-type: none"> ▪ Textbook: <i>Microsoft Office 365 Office 2019 Introductory (Shelly Cashman Series).</i> ISBN 13: 978-0-357-02643-4. Publisher: CENGAGE. Print Year: 2019. *YOU NEED THIS BOOK ON THE FIRST DAY OF CLASS. *Students may choose to RENT this book as a cheaper option than purchasing it. Most full-time students will finish this book in less than 9 week. ▪ Textbook: <i>The Office Procedures and Technology, 7th Edition.</i> ISBN 13: 978-1-337-28136-2. Publisher: CENGAGE. Print Year: 2019. Authors: M. Oliverio, W. Pasewark & B. White *RENTING this book is not a practical option since it will be used in more than one course within your program.



Accounting Clerk, ACO0040. (OCP B). 300 Hours

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Century 21 Accounting, General Journal, 10th Edition.**

This book can be purchased used.

RENTING this book is not a practical option since it will be used in more than one course within your program.

ISBN 13: 978-0-8400-6498-1. *Publisher:* South-Western CENGAGE Learning.

Authors: C Gilbertson, M Lehman, & D. Gentene

- Workbook: **Working Papers, Chapters 1-17 for Gilbertson/Lehman/Gentene's Century 21 Accounting: General Journal, 10th.**

ISBN: 978-0-8400-6547-6

THIS IS A WORKBOOK AND MUST BE PURCHASED NEW!

Accounting Associate, ACO0041. (OCP C). 300 Hours

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Adobe Acrobat DC Classroom in a Book Classroom in a Book Adobe (3 Edition)**

ISBN 13: 978-0-135-49564-3. *Authors:* Fridsma, Lisa, Gyncild, Brie

***CHECK WITH INSTRUCTOR BEFORE PURCHASING THIS WORKBOOK.**

- Textbook: **Computer Accounting with QuickBooks Online A Cloud-Based Approach. (Second Edition).**

ISBN: 978-1-260-04082-1. McGraw Hill Education

Authors: Carol Yacht and Susan V. Crosson

Accounting Assistant, ACO0042. (OCP D). 150 Hours

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Microsoft Office 365 Office 2019 Intermediate (Shelly Cashman Series).**

ISBN 13: 978-0-357-35996-9. CENGAGE

*Students may choose to RENT this book as a cheaper option than purchasing it. Most full-time students will finish this book in less than 9 weeks.

Estimated Total Cost of Books \$400-\$800

Estimated Total Cost of Supplies \$50