



**ACCOUNTING OPERATIONS PROGRAM**  
Annie Gilmore, Instructor

<b>SUPPLY &amp; BOOKLIST FOR 2018-2019</b>
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**Supplies List:**

<ul style="list-style-type: none"> <li>▪ Portfolio binder, sheet protectors &amp; divider tabs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calculator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pen/pencil</li> <li>▪ Highlighters</li> </ul>
<ul style="list-style-type: none"> <li>▪ USB drive (4 GB or larger) (USB drive is needed on 1st Day of class)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ear buds</li> <li>▪ Index cards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notebook paper/folders</li> <li>▪ Sticky notes</li> </ul>

\*\*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.

<b>PROGRAM NUMBER (B070110)</b>
<b>Information Technology Assistant, OTA0040. (OCP A). 150 Hours</b>
<ul style="list-style-type: none"> <li>▪ Textbook: <i>Microsoft Office 365 Office 2016 Introductory (Shelly Cashman Series)</i>. ISBN 13: 978-1-305-87001-7. CENGAGE Learning. *This textbook is needed for the FIRST day of class.</li>   <li>▪ Textbook: <i>The Office Procedures and Technology, 5th Edition</i>. ISBN 13: 978-0-538-44354-8. South-Western CENGAGE Learning. Authors: M. Oliverio, W. Pasewark &amp; B. White</li> </ul>
<b>Accounting Clerk, ACO0040. (OCP B). 300 Hours</b>
<p>*Student should check with instructor before purchasing these textbooks.</p> <ul style="list-style-type: none"> <li>▪ <b>SEE INSTRUCTOR BEFORE PURCHASING.</b> Textbook: <i>Century 21 Accounting, General Journal, 10th Edition</i>. ISBN 13: 978-0-8400-6498-1. South-Western CENGAGE Learning. Authors: C Gilbertson, M Lehman, &amp; D. Gentene</li>   <li>Workbook: <i>Working Papers, Chapters 1-17 for Gilbertson/Lehman/Gentene's Century 21 Accounting: General Journal, 10th</i>. ISBN: 978-0-8400-6547-6</li> </ul>



ACCOUNTING OPERATIONS PROGRAM  
Annie Gilmore, Instructor

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

\*Student should check with instructor before purchasing these textbooks.

- Workbook: *Working Papers, Chapters 18-24 for Gilbertson/Lehman/Gentene's Century 21 Accounting: General Journal, 10<sup>th</sup>.*

ISBN 13: 978-0-8400-6548-3

- **SEE INSTRUCTOR BEFORE PURCHASING. THERE MAY BE A CLASSROOM COPY THAT YOU CAN BORROW.**

Textbook: Adobe Acrobat XI Classroom in a Book.

ISBN 13: 978-0-321-88679-8. Adobe Press

- Textbook: *Computer Accounting with QuickBooks Online A Cloud-Based Approach.*

ISBN 13: 978-0-07-802585-3. McGraw Hill Education

Authors: Caroll 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 2016 Intermediate (Shelly Cashman Series).*

ISBN 13: 978-1-305-87046-8. CENGAGE Learning