



SUPPLY & BOOKLIST FOR 2020-2021

Supplies List:

- Portfolio binder, sheet protectors & divider tabs
- USB drive (8 GB or larger)
(USB drive is needed on 1st Day of class)
- Ear buds
- Pens/pencils
- Index cards
- Highlighters
- 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 (B070330)
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.
Front Desk Specialist, OTA0041. (OCP B). 300 Hours
<p>*Student should check with instructor before purchasing these textbooks.</p> <ul style="list-style-type: none"> ▪ Textbook: <i>Microsoft Office 365 Office 2019 Intermediate (Shelly Cashman Series)</i>. ISBN 13: 978-0-357-35996-9. CENGAGE *Students may choose to RENT this book as a cheaper option that purchasing it. Most full-time students will finish this book in less than 9 week. ▪ Textbook: <i>Machine Transcription & Dictation 6E</i> ISBN 13: 978-1-111-42544-9. South-Western CENGAGE Learning Author: Misty Ballentine. THIS IS A WORKBOOK AND SHOULD BE PURCHASED NEW!



**Assistant Digital Production Designer, OTA0030.
(OCP C). 150 Hours**

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Adobe Photoshop Revealed. Creative Cloud.**
ISBN 13: 978-1-305-26053-5. CENGAGE Learning.
Author: Elizabeth Eisner Reding
- 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

Administrative Assistant, OTA0043. (OCP D). 450 Hours

*Student should check with instructor before purchasing these textbooks.

- Textbook: **Microsoft Office 365 Publisher 2019 Comprehensive (Shelly Cashman Series).**
ISBN 13: 978-0-357-36002-6. CENGAGE.

Author: Joy I. Starks, Misty E. Vermaat

*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-\$700

Estimated Total Cost of Supplies \$50