



SUPPLY & BOOKLIST FOR 2018-2019

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.

PROGRAM NUMBER (B070330)

Information Technology Assistant, OTA0040. (OCP A). 150 Hours

- Textbook: *Microsoft Office 365 Office 2016 Introductory (Shelly Cashman Series)*.
ISBN 13: 978-1-305-87001-7. CENGAGE Learning.
*This textbook is needed for the FIRST day of class.
*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: *The Office Procedures and Technology, 5th Edition*.
ISBN 13: 978-0-538-44354-8. South-Western CENGAGE Learning.
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

- *Student should check with instructor before purchasing these textbooks.
- Textbook: *Microsoft Office 365 Office 2016 Intermediate (Shelly Cashman Series)*.
ISBN 13: 978-1-305-87038-3. CENGAGE Learning
*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: *Machine Transcription & Dictation 6E*
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.

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

Textbook: The Design Collection Revealed. (Adobe InDesign, Photoshop, Illustrator CS6).

ISBN 13: 978-1-133-69323-9. DELMAR Cengage Learning.

Authors: Chris Botello, Elizabeth Eisner Reding

- **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

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

*Student should check with instructor before purchasing these textbooks.

- Textbook: *Microsoft Office 365 Publisher 2016 Comprehensive (Shelly Cashman Series)*.

ISBN 13: 978-1-305-87120-5. CENGAGE Learning.

Author: Starks

*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.