

**OFFICE SYSTEMS TECHNOLOGY
TEXTBOOK ADOPTIONS for SPRING 2015**

COURSE	EST ENROLL	SECTIONS	TITLE	AUTHOR	ED	COPY DATE	ISBN #	REQ	REC	PUBLISHER
ACNT 1303 Introduction to Accounting	90 40	S01, WW1, and Daily Flex Entry	College Accounting Chapters 1-12 Study Guide and Working Papers 1-12	Dansby, Kaliski, and Lawrence	5 th	2010	978-0-76383-495-1 978-0-76383-491-3	X optional		EMC Paradigm Publishing
ACNT 1311	20	WW1	QuickBooks Pro 2014 Comprehensive – Includes trial software and eLab license key	Trisha Conton		2014	978-1-59136-686-7 print 978-1-59136-731-4 ebook	X		Labrynth Learning
ITSC 1309 Integrated Software Applications I--MS Office 2013	25	S01, WW1, and Daily Flex Entry	Marquee Series: Microsoft Office 2013 (text and CD)	Rutkosky, Sequin, Roggenkamp, & Rutkosky		2014	978-0-76385-265-8	X		EMC Paradigm Publishing
POFI 2301 Word Processing--MS Word 2013	35	S01, WW1, and Daily Flex Entry	Benchmark Series: Levels 1 and 2 Microsoft Word 2013 (text and CD)	Rutkosky, Roggenkamp and Rutkosky		2014	978-0-76385-386-0	X		EMC Paradigm Publishing
POFI 2331 Desktop Publishing for the Office	15	S01, WW1, and Daily Flex Entry	Signature Series: Advanced Microsoft Word 2013: Desktop Publishing (text and CD)	Arford, Roggenkamp, Rutkosky		2014	978-0-76385-211-5	X		EMC Paradigm Publishing
POFT 1127 Introduction to Keyboarding	40 (bundle) 20 (access card only)	S01, WW1, and Daily Flex Entry	Gregg College Keyboarding (GDP) KIT 4 Lessons 1-20 that includes text and online software student registration card	Ober, Johnson, Zimmerly	11th	2011	007-737-7141 Bundle of text and online software student registration card 0077319443 for Online Software Student Registration Card ONLY for use with used text	X		McGraw-Hill/Irwin

POFT 1307 Proofreading and Editing NOTE: NOT required for WW1 online section – only the textbook (manual) required for WW1	25	S01, WW1 and Daily Flex Entry	Gregg Reference Manual—Tribute Edition	Sabin	11th	2011	978-007-339710-8	X		McGraw-Hill/Irwin
	12	S01 & DFE	Proofreading and Editing Daily Flex Entry			2011	978-112-120-7677	X		McGraw-Hill/Irwin
	12	S01 & DFE	Proofreading at the Computer (text and CD)	Norstrom and Cole	2nd	2006	0-538-72856-6	X		Thomson/South-Western Publishing Co.
POFT 1319 Records and Information Management I	25	S01, WW1 and Daily Flex Entry	Records Management	Read Ginn/	9th	2011	978-0-538-73141-6	X		Thomson/South-Western College Publishing
	25		Simulation		9th	2011	978-0-538-73142-3	X		Thomson/South-Western College Publishing
POFT 1329 Beginning Keyboarding	100 Bundles for using Word 2013 50 separate Word 2013 manuals 50 separate online access cards	S01, WW1, and Daily Flex Entry	Gregg College Keyboarding & Document Processing (GDP) Word 2013 KIT 1 Lessons 1-60	Ober, Johnson, Zimmerly	11th	2011	007-782-4636 Bundle of text, Word 2013 manual, and online software student registration card 007-339-7008 for Word 2013 Manual ONLY for use with used text 007-731-9443 for Online Software Student Registration Card ONLY for use with used text	X		McGraw-Hill/Irwin
POFT 1349 Administrative Office Procedures II	20	S01, WW1, and Daily Flex Entry	Procedures & Theory for Administrative Professionals with CD	Fulton, Calkins, Stulz	7 th	2013	978—1-111-57586-1	X		South-Western Cengage Learning
	12	S01 and Daily Flex Entry	Coasters, Etc. (for general majors only)	Margolies		2006	0-538-44145-3	X for general major only		Thompson South-Western Educational Publishing
	10	S01 and Daily Flex Entry	Medical Office Projects (for medical majors only)	Abell		1999	0-538-72127-8	X for medical major only		South-Western Educational Publishing

POFT 2303 Speed and Accuracy Building (course number change from 2203 to 2303)	25 10	S01, WW1, and Daily Flex Entry	Improving Speed and Accuracy in Keyboarding	Scott Ober	1 st	2014	978-0-07-780474-9 for the textbook and access code bundle 978-0-07-765740-6 for separate access code for use with used text	X		McGraw-Hill/Irwin
POFT 2301 Intermediate Keyboarding	30 15 separate Word 2013 manuals 15 separate online access cards	S01, WW1, and Daily Flex Entry	Gregg College Keyboarding & Document Processing (GDP) Word 2013 KIT 2 Lessons 61-120	Ober, Johnson, Zimmerly	11th	2011	007-781-9268 Bundle of text, Word 2013 manual, and online software student registration card 007-339-7008 for Word 2013 Manual ONLY for use with used text 007-731-9443 for Online Software Student Registration Card ONLY for use with used text	X		McGraw-Hill/Irwin
POFT 2312 Business Correspondence and Communication	20	WW1	Business Communication: Process and Product	Mary Ellen Guffey	7 th	2011	9780538466257	X		South-Western Cengage Learning
POFT 2380 Cooperative Education-- Administrative Assistant/Secretarial Science, General		C50, S50	NO BOOK							

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