

**OFFICE SYSTEMS TECHNOLOGY
TEXTBOOK ADOPTIONS for SPRING 2016**

COURSE	EST ENROLL	SECTIONS	TITLE	AUTHOR	ED	COPY DATE	ISBN #	REQ	REC	PUBLISHER
ACNT 1303 Introduction to Accounting	65 30	S01 S70 WW1	College Accounting Chapters 1-12 Study Guide and Working Papers 1-12	Dansby, Kaliski, and Lawrence	5 th	2010	9780763834951 9780763834913	X optional		EMC Paradigm Publishing
ACNT 1311 Offered every Fall semester only	20	WW1	Computerized Accounting with QuickBooks 2015 with 140-day trial software	Kathleen Villani and James B. Rosa		2015	ISBN 978-0763865177	X		Paradigm Education Solutions ParadigmCollege.com
ITSC 1309 Integrated Software Applications I--MS Office 2013 Student must provide own MS Office 2013 software Offered Fall only	20	WW1	Marquee Series: Microsoft Office 2013 (text and CD) MS Office 2013 software NOT included	Rutkosky, Sequin, Roggenkamp, & Rutkosky		2014	9780763852658	X		EMC Paradigm Publishing
POFI 2301 Word Processing--MS Word 2013 Student must provide own MS Word 2013 software	25	WW1	Benchmark Series: Levels 1 and 2 Microsoft Word 2013 (text and CD) MS Word 2013 software NOT included	Rutkosky, Roggenkamp and Rutkosky		2014	9780763853860	X		EMC Paradigm Publishing
POFI 2331 Desktop Publishing for the Office This course offered Spring only	15	WW1	Signature Series: Advanced Microsoft Word 2013: Desktop Publishing (text and CD)	Arford, Roggenkamp, Rutkosky		2014	9780763852115	X		EMC Paradigm Publishing
POFT 1127 Introduction to Keyboarding	25 (bundle) 10 (access card only)	WW1	Gregg College Keyboarding (GDP) KIT 4 Lessons 1-20 that includes text and online software student registration card	Ober, Johnson, Zimmerly	11th	2011	0077377141 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 Offered only Fall semesters	20	WW1	Gregg Reference Manual – Tribute Edition	Sabin	11th	2011	9780073397108	X		McGraw Hill/Irwin
POFT 1319 Records and Information Management I Offered only Spring semesters	20	WW1	Records Management – MindTap e-bundle with premium website support	Judith Read and Mary Lea Ginn	10th	2016	Access Card 978105625723 FREE to Spring 2016 students – will be in Blackboard course website	X		Cengage Learning – South-Western
POFT 1329 Beginning Keyboarding	65 Bundles for using Word 2013 25 separate Word 2013 manuals 25 separate online access cards	S01 S70 WW1	Gregg College Keyboarding & Document Processing (GDP) Word 2013 KIT 1 Lessons 1-60	Ober, Johnson, Zimmerly	11th	2011	0077824636 Bundle of text, Word 2013 manual, and online software student registration card 0073397008 for Word 2013 Manual ONLY for use with used text 0077319443 for Online Software Student Registration Card ONLY for use with used text	X		McGraw-Hill/Irwin
POFT 1349 Administrative Office Procedures II Offered only Spring semesters	15	WW1	Procedures & Theory for Administrative Professionals with CD	Fulton, Calkins, Stulz	7 th	2013	9781111575861	X		Cengage Learning – South-Western
POFT 2303 Speed and Accuracy Building	20 10	WW1	Improving Speed and Accuracy in Keyboarding	Scott Ober	1 st	2014	9780077804749 for the textbook and access code bundle 9780077657406 for separate access code for use with used text	X		McGraw-Hill/Irwin
POFT 2301 Intermediate Keyboarding	25	WW1	Gregg College Keyboarding & Document Processing (GDP) Word 2013 KIT 2 Lessons 61-120	Ober, Johnson, Zimmerly	11th	2011	0077819268 Bundle of text, Word 2013 manual, and online software student registration card	X		McGraw-Hill/Irwin

	10 separate Word 2013 manuals 10 separate online access cards						0073397008 for Word 2013 Manual ONLY for use with used text 0077319443 for Online Software Student Registration Card ONLY for use with used text			
POFT 2312 Business Correspondence and Communication Offered only Spring semesters	20	WW1	Essentials of Business Communication – MindTap e-bundle with premium website support	Mary Ellen Guffey and Dana Loewy	10th	2014	Access Card 9781305699199	X		Cengage Learning – South-Western
POFT 2380 Cooperative Education-- Administrative Assistant/Secretarial Science, General		S70	NO BOOK							

OST TEXTBOOKS Spring 2016