

# Office Administration Center

## Textbook List – Spring 2017

Some of our textbooks are available for a lower, bundled price at the website listed under **Textbook** column.

Some courses require an access/registration code. Used books do not come with the code. The code will need to be purchased separately.

**Do not** open your textbook/remove shrinkwrap before verifying with an instructor that it is the correct book for your course. **Prices are subject to change.**

Section	Course	Units	Name	Textbook	Price	Supplies
1377 1378 1379	OFADM 201 OFADM 202 OFADM 203	1 2 3	Intermediate Keyboarding 1 Intermediate Keyboarding 2 Intermediate Keyboarding 3	<b><i>College Keyboarding and Document Processing, Lessons 61-120</i></b> , 11 <sup>th</sup> Edition (kit 2) by Ober, Johnson, Zimmerly. The bundle contains a registration code and two books—a textbook and a Word 2016 manual. <u>Both</u> books are required for this course. (The books come bundled with the <b>required registration code</b> )	\$132.00	201 = 1 882 Scantron 202 = 2 882 Scantrons 203 = 3 882 Scantrons <b>a flash drive is required</b>
<p><u>Used books do NOT come with the required registration code.</u> The current price for a registration code is <b>\$89</b>. The code can be purchased online when you begin the class. More information about the code will be given at the orientation for this course.</p>						
5898	OFADM 256	1	Introduction to Word Processing	<b><i>Microsoft Office Word 2016, Illustrated Series</i></b> by Jennifer A. Duffy (comes bundled with <b>required</b> SAM access code) <u>used books do NOT come with the required SAM access code</u>	\$44.00	two 882 Scantrons <b>a flash drive is required</b> <b>a highlight marker is required</b>
6364	OFADM 259	1	Introduction to Spreadsheets	<b><i>Microsoft Office Excel 2016, Illustrated Series</i></b> by Elizabeth Eisner Reding (comes bundled with <b>required</b> SAM access code) <u>used books do NOT come with the required SAM access code</u>	\$69.50	two 882 Scantrons <b>a flash drive is required</b> <b>a highlight marker is required</b>
5922	OFADM 261	1	Introduction to Databases	<b><i>Microsoft Office Access 2016, Illustrated Series</i></b> by Lisa Fredrichsen (comes bundled with <b>required</b> SAM access code) <u>used books do NOT come with the required SAM access code</u>	\$44.00	two 882 Scantrons <b>a flash drive is required</b> <b>a highlight marker is required</b>
6358	OFADM 262	1	Introduction to Business Presentation Software	<b><i>Microsoft Office PowerPoint 2016, Illustrated Series</i></b> by David W. Beskeen (comes bundled with <b>required</b> SAM access code) <u>used books do NOT come with the required SAM access code</u>	\$44.00	two 882 Scantrons <b>a flash drive is required</b> <b>a highlight marker is required</b>
7220	OFADM 301	1.5	Beginning Keyboarding	<b><i>College Keyboarding, Lessons 1-20</i></b> , 11 <sup>th</sup> Edition (Kit 4) by Ober, Johnson, Zimmerly (The kit comes bundled with the <b>required registration code</b> )	\$121.50	
<p><u>Used books do NOT come with the required registration code.</u> The current price for a registration code is <b>\$89</b>. The code can be purchased online when you begin the class. More information about the code will be given at the orientation for this course.</p>						
3048	OFADM 302	1.5	Beginning Document Processing	<b><i>College Keyboarding and Document Processing, Lessons 1-60</i></b> , 11 <sup>th</sup> Edition by Ober, Johnson, Zimmerly. The bundle contains a registration code and two	\$132.00	1 882 Scantron <b>a flash drive is required</b>

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				books—a textbook and a Word 2016 manual. <u>Both</u> books are required for this course. (The books come bundled with the <b>required registration code</b> )		
				<u>Used books do NOT come with the required registration code.</u> The current price for a registration code is <b>\$89</b> . The code can be purchased online when you begin the class. More information about the code will be given at the orientation for this course.		
3050 4124 4125	OFADM 303 OFADM 306 OFADM 307	.5	Keyboarding for Speed and Accuracy	<b><i>Skillbuilding—Building Speed and Accuracy on the Keyboard</i></b> , 3 <sup>rd</sup> Edition by Eide, Rieck, Kleminc		The textbook is available in class; no purchase is necessary.
3788 3789	OFADM 328 OFADM 329	1 2	Machine Transcription 1 Machine Transcription 2	<b><i>Transcription Skills for Business</i></b> , 6 <sup>th</sup> Edition by Mallinson <b><i>The Office Guide</i></b> , 2 <sup>nd</sup> Edition by Mallinson	\$101.50 \$32.50	<b>a flash drive is required</b>
3055	OFADM 353	1	Introduction to Computers and Windows	<b><i>Microsoft Windows 7, Illustrated Series</i></b> by Steve Johnson	\$60.00	two 882 Scantrons <b>a flash drive is required</b>
7248	OFADM 363	1	Understanding the Internet	<b><i>The Internet</i></b> , Introductory (New Perspectives) 9 <sup>th</sup> Edition by Schneider :: Evans	\$116.00	one 882 Scantron <b>a flash drive is required</b> <b>a highlight marker is required</b>
7249	OFADM 364	1	Grammar in the Office	<b><i>Rowe College Business English</i></b> , 3 <sup>rd</sup> Edition by Bogle	\$8.70	four 882 Scantrons <b>a red ink pen is required</b>
7250	OFADM 366	1	Proofreading Techniques	<b><i>Proofreading+Editing Precision -w/CD</i></b> , 6 <sup>th</sup> Edition by Pagel	\$76.50	two 882 Scantrons <b>a flash drive is required</b> <b>a red ink pen is required</b>
3378	OFADM 375	1	10-Key Mastery	<b><i>Ten Key Mastery on the Computer</i></b> by Barbara Ellsworth	\$46.00	
				An <b>access code</b> is required for this class—it <u>comes with a new book</u> , but <b>not</b> with a used book. The current price for the access code is <b>\$32</b> . If you purchase a used book, the access code can be purchased online before you begin the class. More information about the code will be given at the orientation for this course.		