OFFICE CAREERS TECHNOLOGY

2021-2022 TEXTBOOKS & REQUIRED SUPPLIES

	Course#	Course Name	Textbook Title	Edition	Publisher	ISBN
✓ **Textbooks (Required)**	BAT130	Word Processing	Benchmark Microsoft Word 365/2019 edition Levels 1&2 Print book with Cirrus		EMC Paradigm	978-0-763-88803-9
	BAT113	Intro to Accounting and Accounting Software	Accounting Basics: An Introduction for Non-Accounting Majors		Labyrinth Learning	978-1-591-36692-8
			QuickBooks Desktop 2020: Level 1		Labyrinth Learning	978-1-640-61212-9
	BAT200	Business Law	Business Law Today	11th	Cengage	978-1-305-57479-3
	BAT140	Document Processing	GDP/11e Online Software Registration Card		McGraw Hill	978-0-077-31944-1
	BAT172	Spreadsheet Management	Cirrus for Benchmark Series - Microsoft Excel 365 - 2019 Edition - Levels 1 & 2 - Access code card		EMC Paradigm	978-0-763-88789-6
	BAT180	Human Relations	No Textbook Required			
✓ **Supplies**	Students _may_ also need to purchase supplies such as (but not limited to) pens and/or pencils, notebooks, and/or paper, three-ring binders, etc. These items are purchased by the student at the vendor of their choice.					