

WINTER QUARTER 2020 BOOKLIST - SHEFFIELD VILLAGE CAMPUS

CourseNo	CourseTitle	ISBN-13	Title	Author	Publisher	Edition	Notes
AC101	Accounting I	9781337913560	Study Guide and Working Papers (Chapters 1-15) ***ACB Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337794756	College Accounting, Chapters 1-27 ***ACB Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337794787	College Accounting, Chapters 1-9 ***AOP and BAS Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337913558	Study Guide and Working Papers (Chapters 1-9) ***AOP and BAS Only***	Heintz & Parry	Cengage Learning	23	
AC103	Accounting III	9781337913577	Study Guide and Working Papers Chapters 16-27	Heintz & Parry	Cengage Learning	23	You may have previously ordered for AC101 or AC102
AC103	Accounting III	9781337794756	College Accounting, Chapters 1-27 ***ACB Only***	Heintz & Parry	Cengage Learning	23	You may have previously ordered for AC101 or AC102
AC104	Payroll Accounting	9780357117170	Payroll Accounting 2020	Bieg & Toland	Cengage Learning	30	Comes packaged with CengageNow access and Electronic Ledger
AC105	Computerized Accounting	9780763889166	Computerized Accounting with QuickBooks 2019	Vilani, Kathleen	EMC Paradigm	2019	***Must be purchased as a bundle (contains: textbook, ebook, and software)
BA103	Small Business Management	9781259865633	Connect for Small Business Management: An Entrepreneur's Guidebook	Meggison & Byrd	McGraw-Hill Company	8	Connect access includes e-book
BA104	Human Resource Management	9781260148824	Fundamentals of Human Resource Management with ConnectPlus Access	Noe	McGraw-Hill Company	7	need Connect Plus access card. E-book and Connect Plus access can be purchased online the first day of class.
BA107	Business Law	9781305972490	Law & Ethics in the Business Environment	Halbert & Ingulli	Cengage Learning	9	
BA110	Business Communication	9781337386494	Essentials of Business Communication	Guffey & Loewy	Cengage Learning	11	
BA206	Global Business	9781337406826	Global (with Global Online 6 month access card)	Peng	Cengage Learning	4	Cirrus Digital Only - Print Version 9780763888039
CA104	Word Processing I	9780763888039	Benchmark Series: Microsoft Word 2019 Levels 1 & 2 (Printed Text)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		Cirrus Digital Only - Print Version 9780763888039
CA104	Word Processing I	9780763887834	Benchmark Series: Microsoft Word 2019 Levels 1 & 2 (Digital)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		Cirrus Digital Only - Print Version 9780763888077
CA105	Spreadsheets I	9780763888077	Benchmark Series: Microsoft Excel 2019 Levels 1 & 2 (Printed Text)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		Cirrus Digital Only - Print Version 9780763888077
CA105	Spreadsheets I	9780763887896	Benchmark Series: Microsoft Excel 2019 Levels 1 & 2 (Digital)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		Cirrus Digital Only - Print Version 9780763888121
CA107	Graphics Presentation	9780763888121	Benchmark Series: Microsoft PowerPoint 2019 (Printed Text)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		Cirrus Digital Only - Print Version 9780763888121
CA107	Graphics Presentation	9780763888008	Benchmark Series: Microsoft PowerPoint 2019 (Digital)	Nita Rutkosky, Audrey Roggencamp, Ian F	EMC Paradigm		This an uCertify LTI comes with the eBook and Labs access on first day of class
CA201	Linux Fundamentals	9781616916466	LPI-010 Linux Essentials	Christine Bresnahan and Richard Blum	John Wiley & Sons, Inc	2	
CA202	Desktop Publishing	9780763883577	Benchmark Series: Microsoft Word 2016 Desktop Publishing	Nita Rutkosky, Audrey Roggencamp, Joann Arford	EMC Paradigm		
CA210	Integrated Office	9780134497617	Exploring: Getting Started with Discipline Specific Projects	M.A. Poatsy; S. Gionfriddo; L. Hogan; R. Lawson; A. Nowakowski	Pearson Education	1	
CA210	Integrated Office	9780134497600	Exploring: Getting Started with Microsoft Outlook 2016	Mary Anne Poatsy; Barbara Stover	Pearson Education	1	
CA211	Administrative Office Procedures	9781305581166	The Administrative Professional: Technology & Procedures	Dianne Rankin, Kellie Shumack	Cengage Learning	15	
CC103	Help Desk Essentials	9781285063584	A Guide to Customer Service Skills for the Service Desk Professional	Donna Knapp	Cengage Learning	4	You may have previously ordered these books for CC104
CC105	Computer Repair Concepts II	9781260455069	Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs	Meyers, Mike	McGraw-Hill Company	6	This is an online LTI linking to Canvas with eBook. Access given first day of class.
CC205	Network Concepts I	9781935080435	Network Pro (Network+ N10-007)		TestOut		LTI deep link
CF102	Cybersecurity Fundamentals	9781337289306	MindTap Information Security, 1 term Instant Access for Ciampa's CompTIA Security+ Guide to Networ~	Mark Ciampa	Cengage Learning	6	
CF201	Cybersecurity Analyst	9781616919696	CompTIA Cybersecurity Analyst (CySA) CSO-001-Complete		Logical Operation for CompTIA		
CO104	Composition I	9781133951438	Writing with a Thesis	Sarah E. Skwire and David Skwire	Cengage Learning	12	
MA103	Introduction to College Math	9781260811513	Standalone Online Access for Collegiate Math 18 week access		McGraw-Hill Company		
MD108	Terminology with Anatomy & Physiology	9781337149624	Bundle: Med Term for Health Professions & Workbook	Ehrlich	Cengage Learning	8	"Bundle contains: 2019 Textbook: 9780323582193 and Workbook: 9780323582513" "Bundle contains: CPT 2019-9789996125416, 2019 HCPCS-9780323582773, and ICD-10-CM-9780323582735"
MD111	Medical Coding I	9780323638388	BUNDLE: 2019 Professional Series ICD-10-CM for Physicians, HCPCS, CPT	Buck, Carol S.	Elsevier	2019	"Bundle contains: 2019 Textbook: 9780323582193 and Workbook: 9780323582513" "Bundle contains: CPT 2019-9789996125416, 2019 HCPCS-9780323582773, and ICD-10-CM-9780323582735"
MD111	Medical Coding I	9780323642026	BUNDLE: Step-by-Step 2019 Text and Workbook	Buck, Carol S	Elsevier	2019	May have previously ordered this books for MD111 "Bundle contains: 2019 Textbook: 9780323582193 and Workbook: 9780323582513" "Bundle contains: CPT 2019-9789996125416, 2019 HCPCS-9780323582773, and ICD-10-CM-9780323582735"
MD112	Medical Coding II	9780323638388	BUNDLE: 2019 Professional Series ICD-10-CM for Physicians, HCPCS, CPT	Buck, Carol S.	Elsevier	2019	May have previously ordered this books for MD111 "Bundle contains: 2019 Textbook: 9780323582193 and Workbook: 9780323582513" "Bundle contains: CPT 2019-9789996125416, 2019 HCPCS-9780323582773, and ICD-10-CM-9780323582735"
MD112	Medical Coding II	9780323642026	BUNDLE: Step-by-Step 2019 Text and Workbook	Buck, Carol S	Elsevier	2019	
MD205	Computerized Medical Management	9781260048278	Exploring Electronic Health Records	Shanholtzer, M. Beth	M		
MD215	Electronic Health Records	9780763881375	Exploring Electronic Health Records with Navigator+	Darline Foltz, Karen Lankisch	EMC Paradigm	2nd	
MK202	Social Media and Internet Marketing	9781305502758	Social Media Marketing: A Strategic Approach	Barker, M., Barker, D., Bormann, N., Zahay, D., Roberts, M.	Cengage Learning	2	FREE BOOK ON OPENSTAX APP
SS102	Psychology	9781506698182	Psychology		Rose M Spielman	OpenStax	
TR100	HVAC/R Program	9780357122273	Refrigeration and Air Conditioning Technology		Obrzut/Tomczyk	Cengage Learning	

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AC101	Accounting I	9781337794756	College Accounting, Chapters 1-27 ***Accounting Majors Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337794787	College Accounting, Chapters 1-9 *** Non-Accounting Majors Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337913560	Study Guide and Working Papers (Chapters 1-15) ***Accounting Majors Only***	Heintz & Parry	Cengage Learning	23	
AC101	Accounting I	9781337913553	Study Guide and Working Papers (Chapters 1-9) ***Non-Accounting Majors Only***	Heintz & Parry	Cengage Learning	23	You may have previously ordered textbook for AC101 or the working papers for AC102
AC103	Accounting III	9781337913577	Study Guide and Working Papers Chapters 16-27	Heintz & Parry	Cengage Learning	23	You may have previously ordered textbook for AC101 or the working papers for AC102
AC103	Accounting III	9781337794756	College Accounting, Chapters 1-27 ***Accounting Majors Only***	Heintz & Parry	Cengage Learning	23	Comes packaged with CengageNow access and Electronic Ledger
AC104	Payroll Accounting	9780357117170	Payroll Accounting 2020	Bieg & Toland	Cengage Learning	30	***Must be purchased as a bundle. Bundle contains textbook, ebook, and online software.
AC105	Computerized Accounting	9780763884567	Computerized Accounting with QuickBooks 2018	Vilani, Kathleen	EMC Paradigm	2018	
BA106	Professional Development		NO TEXT REQUIRED				
BA110	Business Communication	9781337386494	Essentials of Business Communication	Guffey & Loewy	Cengage Learning	11	
BA111A	Career Planning and Success		NO TEXT REQUIRED				Provided for FREE from Ohio Business College
BA205	Externship	9780940712041	The Job Hunting Handbook	Harry Dahlstrom	Ohio Business College		This book comes with the eBook access
CA101	Introduction to Computer Science	9780763888473	Seguin's Computer Concepts & Applications for Microsoft Office 365, 2019 Edition	Denise Seguin	EMC Paradigm		This book comes with the eBook access
CA104	Word Processing I	9780763888039	Benchmark Series: Microsoft Word 365, 2019 Edition - Levels 1 & 2	N. Rutkosky; A. Roggenkamp & I. Rutkosky	EMC Paradigm		This book comes with the eBook access.
CA105	Spreadsheets I	9780763888060	Benchmark Series: Microsoft Excel 365, 2019 Edition - Levels 1 & 2	N. Rutkosky, A. Roggenkamp, I. Rutkosky	EMC Paradigm		This book comes with the eBook access
CA107	Graphics Presentation	9780763888121	Benchmark Series: Microsoft PowerPoint 365, 2019 Edition	N. Rutkosky, A. Roggenkamp, I. Rutkosky	EMC Paradigm		
CA202	Desktop Publishing	9780763883577	Benchmark Series: Microsoft Word 2016 Desktop Publishing	Nita Rutkosky, Audrey Roggenkamp, Joann Arford	EMC Paradigm		
CA211	Administrative Office Procedures	9781305581166	The Administrative Professional: Technology & Procedures	Dianne Rankin, Kellie Shumack	Cengage Learning	15	
CC104	Computer Repair Concepts I	9781260455069	Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs	Meyers, Mike	McGraw-Hill Company	6	You may have previously ordered this book for CC104
CC105	Computer Repair Concepts II	9781260455069	Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs	Meyers, Mike	McGraw-Hill Company	6	This is an online LTI linking to Canvas with eBook. Access given first day of class.
CC201	Servers	9781337400923	MindTap Networking 1 term Access Card MCSA Guide to Identity with Windows Server 2016, Exam 70-742	Greg Tomsho	Cengage Learning	1	This is an online LTI linking to Canvas with eBook. Access given first day of class.
CC205	Network Concepts I	9781260441741	Conect Online Access CompTIA Network+ Guide to Managing and Troubleshooting Networks	Mike Meyers	McGraw-Hill Company	5th	
CO105	Composition II	9780321925534	Dialogues: An Argument Rhetoric and Reader	Gary Goshgarian and Kathleen Krueger	Pearson Education	8	
CO106	Interpersonal Communication	9781305076518	Looking Out, Looking In	Adler, Ronald B. & Proctor II, Russell F.	Cengage Learning	15	Access code only. No book.
MA100	Essential Math	9781260811513	ALEKS for Business Math user guide and access code		McGraw-Hill Company		Access code only. No book.
MA103	Introduction to College Math	9781260811513	ALEKS for Business Math user guide and access code		McGraw-Hill Company		"Bundle contains: Textbook 9781305634350, Workbook 9781305634367"
MD108	Terminology with Anatomy & Physiology	9781337149624	Bundle: Med Term for Health Professions & Workbook	Ehrlich	Cengage Learning	8	"Bundle contains: 2019 Textbook: 9780323582193 and Workbook: 9780323582513"
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MD205	Computerized Medical Management	9780763881375	Exploring Electronic Health Records with Navigator+	Darline Foltz, Karen Lankisch	EMC Paradigm	2nd	
MD210	Health Claims	9781337554220	Understanding Health Insurance: A Guide to Billing and Reimbursement	Michelle A. Green	Cengage Learning	14	Package includes: Introduction to Hospitality text ISBN: 9780133762761, and MyHospitality Lab with Pearson eText ISBN:9780134487281
MK103	Introduction to Hospitality	9780134514215	Introduction to Hospitality plus MyHospitalityLab	Walker	Pearson Education	7	
MK202	Social Media and Internet Marketing	9781305502758	Social Media Marketing: A Strategic Approach	Barker, M., Barker, D., Bormann, N., Zahay, D., Roberts, M.	Cengage Learning	2	Provided for FREE from Ohio Business College
SS102	Psychology	9781506698182	Psychology	Spielman, Rose	OpenStax		