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## *Books by Course Number - Current Quarter Only*

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### **AC 101**

#### *Accounting I*

College Accounting, Chapters 1-27 ***ACB Only***	23/e	Cengage Learning	/9781337794756
College Accounting, Chapters 1-9 *** AOP and BAS Only***	23/e	Cengage Learning	/9781337794787
Study Guide and Working Papers (Chapters 1-9) ***AOP and BA	23/e	Cengage Learning	/9781337913553
Study Guide and Working Papers (Chapters 1-15) ***ACB Only***	23/e	Cengage Learning	/9781337913560

### **AC 104**

#### *Payroll Accounting*

Payroll Accounting 2021	31/e	Cengage Learning	/9780357358085
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### **BA 103 Connect direct login (nothing to order)**

#### *Small Business Management*

Connect for Small Business Management: An Entrepreneur's Gui	8/e	McGraw-Hill Compan	/9781259865633
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### **BA 110**

#### *Business Communication*

Essentials of Business Communication	11/e	Cengage Learning	/9781337386494
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### **BA 111 No Textbook - all materials provided by OBC**

#### *Career Planning and Success*

No Textbook - all materials provided by OBC	/e	Ohio Business Colleg	/0000000000001
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### **BA 206 Ohio Business College provides**

#### *Externship*

No Textbook - all materials provided by OBC	/e	Ohio Business Colleg	/0000000000001
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### **CA 101 Cirrus Digital Only - Print Version 9780763888473**

#### *Introduction to Computer Science*

Seguin's Computer Concepts & App. with Office 2019 (Printed Te	3/e	EMC Paradigm	/9780763888473
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### **CA 104**

#### *Word Processing I*

Benchmark Series: Microsoft Word 2019 Levels 1 & 2 (Printed Te	/e	EMC Paradigm	/9780763888039
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### **CA 105**

#### *Spreadsheets I*

Benchmark Series: Microsoft Excel 2019 Levels 1 & 2 (Printed Te	/e	EMC Paradigm	/9780763888060
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### **CA 107**

#### *Graphics Presentation*

Benchmark Series: Microsoft PowerPoint 2019 (Printed Text)	/e	EMC Paradigm	/9780763888121
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### **CA 211**

#### *Administrative Office Procedures*

The Administrative Professional: Technology & Procedures	15/e	Cengage Learning	/9781305581166
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### **CO 104**

#### *Composition I*

Writing with a Thesis	12/e	Cengage Learning	/9781133951438
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### **CO 106**

#### *Interpersonal Communication*

Looking Out, Looking In	15/e	Cengage Learning	/9781305076518
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**LA 100***Essential English*

Mosaics: Reading & Writing Paragraphs	8/e	Pearson Education	/9780134996288
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**MA 103 Connect direct login (nothing to order)***Introduction to College Math*

Standalone Online Access for Collegiate Math 18 week access	/e	McGraw-Hill Compan	/9781260811513
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**MD 001***MA Quarter 1*

Demo Dose Inject-Ed Injection Simulator	/e	Ohio Business Colleg	/10818624
Kinns Med Asst. Fundamentals	/e	Elsevier	/9780323551199
SG Kinn Med Asst. Fundamentals	/e	Elsevier	/9780323597524
SimChrt Med Office 2019 Ed.	/e	Elsevier	/9780323756631

**MD 112 also used in MD111***Procedural Coding*

Bundle: ICD-10-CM Physician, 2021 HCPCS Professional, and 20 2021/e		Elsevier	/9780323753227
Buck's Step-by-Step Medical Coding, 2021 Edition – Text and Wo 2021/e		Elsevier	/9780323792745

**MD 113***Health Claims*

Understanding Health Insurance A Guide to Billing and Reimburs	15/e	Cengage Learning	/9780357378649
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**MK 104 Access Code only with e-book (no physical book)***Customer Service and Relationship Management*

Connect Access for Customer Service Skills for Success	7/e	McGraw-Hill Compan	/9781260157499
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**MK 105***Event Planning and Promotion*

Meetings, Expositions, Events, and Conventions: An Introduction	5/e	Pearson Education	/9780134735900
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**MK 202***Social Media and Internet Marketing*

Social Media Marketing: A Strategic Approach	2/e	Cengage Learning	/9781305502758
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**RE 101 40 Clock Hours***Real Estate Principles and Practices*

Modern Real Estate Practice in Ohio	9/e	Dearborn Real Estate	/9781475433753
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**RE 102 40 Clock Hours***Ohio Real Estate Law*

The Language of Real Estate	8/e	Dearborn Real Estate	/9781475484915
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**RE 103 20 Clock Hours***Real Estate Appraisal*

Fundamentals of Real Estate Appraisal	13/e	Dearborn Real Estate	/9781475463804
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**RE 104 20 Clock Hours***Real Estate Finance*

Essentials of Real Estate Finance	15/e	Dearborn Real Estate	/9781475462074
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**SP 111***Spreadsheets*

Microsoft Excel 365 - Benchmark Series	2019/e	EMC Paradigm	/9780763887247
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**SS 102***Psychology*

Psychology for Your Life (loose leaf and Connect)

4/e

McGraw-Hill Compan / 9781260693492

**SS 103 Free ebook (nothing to order)***Political Science*

American Government

2e/e

OpenStax / 9781947172661

**TE 001***Electrical Quarter 1*

Core Curriculum: Introductory Craft Skills

2017/e

Pearson Education / 9780134130989

Electrical: Level 1

2017/e

Pearson Education / 9780134738208

**TE 002***Electrical Quarter 2*

Electrical: Level 2

2017/e

Pearson Education / 9780134738215

**TE 003***Electrical Quarter 3*

Electrical: Level 3

2017/e

Pearson Education / 9780134738239

**TE 004***Electrical Quarter 4*

Electrical: Level 4

2017/e

Pearson Education / 9780134738222

**TR 100***HVAC/R Program*

Refrigeration and Air Conditioning Technology

9e/e

Cengage Learning / 9780357122273