

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

### ***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 103 You may have previously ordered for AC101 or AC102***

#### ***Accounting III***

College Accounting, Chapters 1-27 ***ACB Only***	23/e	Cengage Learning	/9781337794756
Study Guide and Working Papers Chapters 16-27	23/e	Cengage Learning	/9781337913577

### ***AC 104***

#### ***Payroll Accounting***

Payroll Accounting 2021	31/e	Cengage Learning	/9780357358085
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### ***AC 105***

#### ***Computerized Accounting***

Computerized Accounting with QuickBooks 2020	2020/e	EMC Paradigm	/9780763895808
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### ***AC 205***

#### ***Tax Accounting***

Income Tax Fundamentals 2021	39/e	Cengage Learning	/9780357141366
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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 104 Connect direct login (nothing to order)***

#### ***Human Resource Management***

Fundamentals of Human Resource Management with ConnectPlu	8/e	McGraw-Hill Compan	/9781260479010
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### ***BA 105***

#### ***Law and Ethics***

Business Ethics	1/e	OpenStax	/9781947172579
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### ***BA 110***

#### ***Business Communication***

Essentials of Business Communication	11/e	Cengage Learning	/9781337386494
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### ***BA 111***

#### ***Career Planning and Success***

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

#### ***Externship***

No Textbook - all materials provided by OBC	/e	Ohio Business Colleg	/0000000000001
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### ***CA 101***

#### ***Introduction to Computer Science***

Sequin's Computer Concepts & App. with Office 2019 (Printed Te	3/e	EMC Paradigm	/9780763888473
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## CA 105

### *Spreadsheets I*

Benchmark Series: Microsoft Excel 2019 Levels 1 & 2 (Digital)	/e	EMC Paradigm	9780763887896
Benchmark Series: Microsoft Excel 2019 Levels 1 & 2 (Printed Text)	/e	EMC Paradigm	9780763888060

## CA 107

### *Graphics Presentation*

Benchmark Series: Microsoft PowerPoint 2019 (Digital)	/e	EMC Paradigm	9780763888008
Benchmark Series: Microsoft PowerPoint 2019 (Printed Text)	/e	EMC Paradigm	9780763888121

## CA 202

### *Desktop Publishing*

Benchmark Series: Microsoft Word 2016 Desktop Publishing	/e	EMC Paradigm	9780763883577
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## CA 210

### *Integrated Office*

Exploring: Getting Started with Microsoft Outlook 2016	1/e	Pearson Education	9780134497600
Exploring: Getting Started with Discipline Specific Projects	1/e	Pearson Education	9780134497617

## CO 104

### *Composition I*

Writing with a Thesis	12/e	Cengage Learning	9781133951438
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## CO 105

### *Composition II*

Dialogues: An Argument Rhetoric and Reader	8/e	Cengage Learning	9780321925534
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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
Medical Assisting	7/e	McGraw-Hill Compan	9781266674587

## MD 111 *also used in MD112*

### *Diagnostic 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 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

## 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 202***Social Media and Internet Marketing*

Social Media Marketing: A Strategic Approach

3/e

Cengage Learning

9780357516188

**RE 101 40 Clock Hours***Real Estate Principles and Practices*

Modern Real Estate Practice in Ohio

9/e

Dearborn Real Estate

9781475433753

**RE 102 40 Clock Hours***Ohio Real Estate Law*

The Language of Real Estate

8/e

Dearborn Real Estate

9781475484915

**RE 103 20 Clock Hours***Real Estate Appraisal*

Fundamentals of Real Estate Appraisal

13/e

Dearborn Real Estate

9781475463804

**RE 104 20 Clock Hours***Real Estate Finance*

Essentials of Real Estate Finance

15/e

Dearborn Real Estate

9781475462074

**SP 111***Spreadsheets*

Microsoft Excel 365 - Benchmark Series

2019/e

EMC Paradigm

9780763887247

**TE 001***Electrical Quarter 1*

Electrical Level 1

10/e

Pearson Education

9780136908531

Core Introduction to Basic Construction Skills

6/e

Pearson Education

9780137483341

**TE 002***Electrical Quarter 2*

Electrical Level 2

10/e

Pearson Education

9780136897828

**TE 004***Electrical Quarter 4*

Electrical Level 4

10/e

Pearson Education

9780136910787

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

Refrigeration and Air Conditioning Technology

9e/e

Cengage Learning

9780357122273

**WP 111***Word Processing*

Microsoft Word 365 - Benchmark Series

2019/e

EMC Paradigm

9780763887162