

# SPRING 2012 BUS/OIS TEXTBOOK LIST

Course	Textbook
<p>BUS 165 KEYBOARDING</p> 	<p><b>Gregg College Keyboarding 11e Sessions 1-20 (KIT 4)</b>  <b>This PACKAGE includes:</b></p> <ol style="list-style-type: none"> <li>1. Text with lessons 1-20</li> <li>2. Online software student registration card.</li> </ol> <p><b><i>YOU MAY PURCHASE A USED TEXTBOOK, BUT YOU MUST HAVE A NEW CODE IN ORDER TO ACCESS THE CLASS. CODES ARE AVAILABLE AT THE PALOMAR COLLEGE BOOKSTORE</i></b></p> <p>By: Ober, Johnson, Zimmerly          McGraw Hill          ISBN 978-0-07-737714-4  <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a></p>
<p>BUS 170 &amp; 171/OIS 136.1, 2, 3-WORD PROCESSING FOR BUSINESS</p> 	<p><b>New Perspectives Microsoft Office Word 2010 Comprehensive</b></p> <p>By: Scott Zimmerman, et.al          Course Technology Publishing          ISBN: 978-0-538-74892-6</p> <p><i>Options for purchasing or renting your textbook:</i>  <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a>  <a href="http://Cengagebrain.com">Cengagebrain.com</a></p>
<p>BUS 175, 176 &amp; 177 EXCEL FOR BUSINESS</p> 	<p><b>New Perspectives Microsoft Excel 2010 Comprehensive</b></p> <p>By: June J. Parsons, et.al          Course Technology Publishing          ISBN: 978-0-538-74291-7</p> <p><i>Options for purchasing or renting your textbook:</i>  <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a>  <a href="http://Cengagebrain.com">Cengagebrain.com</a></p>

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<p style="text-align: center;">BUS 180 ACCESS FOR BUSINESS</p> 	<p style="text-align: center;"><b>New Perspectives</b> <b>Microsoft Office Access 2010</b> <b>Brief</b></p> <p>By: Joseph J. Adamski, Kathleen T. Finnegan Course Technology Publishing ISBN: 978-0-538-79849-1</p> <p><i>Options for purchasing or renting your textbook:</i> <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a> <a href="http://Cengagebrain.com">Cengagebrain.com</a></p>
<p style="text-align: center;">BUS 185 POWERPOINT FOR BUSINESS</p> 	<p style="text-align: center;"><b>New Perspectives</b> <b>Microsoft Office PowerPoint 2010</b> <b>Comprehensive</b></p> <p>By: Scott Zimmerman, et.al Course Technology Publishing ISBN: 978-0-538-75372-2</p> <p><i>Options for purchasing or renting your textbook:</i> <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a> <a href="http://Cengagebrain.com">Cengagebrain.com</a></p>
<p style="text-align: center;">OIS 101 BEGINNING KEYBOARDING</p> 	<p style="text-align: center;"><b>Gregg College Keyboarding</b> <b>11e Sessions 1-60 (KIT 1)</b> <b>This PACKAGE includes:</b></p> <ol style="list-style-type: none"> <li>1. Text with lessons 1-60</li> <li>2. Microsoft Office Word 2010 Manual and</li> <li>3. Online software student registration card</li> </ol> <p><b><i>YOU MAY PURCHASE A USED TEXTBOOK, BUT YOU MUST HAVE A NEW CODE IN ORDER TO ACCESS THE CLASS. CODES ARE AVAILABLE AT THE PALOMAR COLLEGE BOOKSTORE</i></b></p> <p>By: Ober, Johnson, Zimmerly McGraw Hill ISBN 9780077356606 <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a></p>

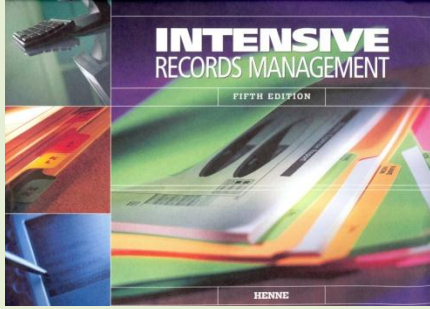
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Course	Textbook
<p>OIS 102 INTERMEDIATE KEYBOARDING</p> 	<p><b>Gregg College Keyboarding</b> <b>11e Sessions 61-120 (KIT 2)</b> <b>This PACKAGE includes:</b></p> <ol style="list-style-type: none"> <li>1. Text with lessons 61-120</li> <li>2. Microsoft Office Word 2010 Manual and</li> <li>3. Online software student registration card</li> </ol> <p><b><i>YOU MAY PURCHASE A USED TEXTBOOK, BUT YOU MUST HAVE A NEW CODE IN ORDER TO ACCESS THE CLASS. CODES ARE AVAILABLE AT THE PALOMAR COLLEGE BOOKSTORE</i></b></p> <p>By: Ober, Johnson, Zimmerly McGraw Hill ISBN 9780077356576 <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a></p>
<p>OIS 103 ADVANCED KEYBOARDING</p> 	<p><b>Cortez Peters'</b> <b>Championship—Keyboarding Drills</b> Home version software (Fourth Edition) By: McGraw Hill ISBN 978-0072936254 <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a></p>
<p>OIS 108 &amp; OIS 109 DATA ENTRY SKILLS I &amp; II</p> 	<p><b>Data Entry for Microcomputers</b> By Davidson and Nobari Publisher: Regents Prentice Hall ISBN: 9781591595441 <a href="http://www.palomar.edu/bookstore">www.palomar.edu/bookstore</a></p>

# SPRING 2012 BUS/OIS TEXTBOOK LIST

OIS 115

FILING & RECORDS MANAGEMENT



**Intensive Records Management, 5th Edition**

By Andrea Henne

Publisher: South-Western

ISBN: 9780538729734

[www.palomar.edu/bookstore](http://www.palomar.edu/bookstore)

OIS 231.1-4

MEDICAL MACHINE TRANSCRIPTION

**References and audio tapes available in lab only.**