

## BOT Course Textbooks

| BOT Course   | ISBN           | Book Title   | Publisher                 |
|--------------|----------------|--|---------------------------|
| 095          | 978-0538730358 | <b>Keyboarding Course</b> Lessons 1-25 by Van Huss, Forde and Woo.   | Thomson South-Western     |
| 096          | 978-1423925118 | <b>The Practical PC</b> , by Parson and Oja.   | Thomson Course Technology |
| 097          | 978-0619057039 | <b>Microsoft Windows XP Basic</b> , by Johnson.  | Thomson Course Technology |
| 100          | 978-0538730358 | <b>Keyboarding Course</b> Lessons 1-25 by Van Huss, Forde and Woo.   | Thomson South-Western     |
| 101A&B       | 978-0077260538 | <b>Gregg College Keyboarding &amp; Document Processing</b> , Lessons 1-60, by Ober, Johnson, and Zimmerly    | McGraw-Hill/Irwin         |
| 101A&B Web   | 978-0077260538 | <b>Gregg College Keyboarding &amp; Document Processing</b> , Lessons 1-60, by Ober, Johnson, and Zimmerly.   | McGraw-Hill/Irwin         |
| 102A&B       | 978-0077212551 | <b>Gregg College Keyboarding &amp; Document Processing</b> , Lessons 61-120, by Ober, Johnson, and Zimmerly. | McGraw-Hill/Irwin         |
| 102A&B Web   | 978-0077212551 | <b>Gregg College Keyboarding &amp; Document Processing</b> , Lessons 61-120, by Ober, Johnson, and Zimmerly. | McGraw-Hill/Irwin         |
| 103AB&C      |                | No TEXTBOOKS required for these courses (Check out in the lab).  |                           |
| 104 (book 1) | 978-0882948348 | <b>Filing: Course in Modern Methods for the Business Office</b> 4th ed. by Cogswell.                         | The H. M. Rowe Company    |
| 104 (book 2) | 978-0073222882 | <b>Greg Quick Filing Practice</b> , 4th ed. by Jeffrey Stewart.  | McGraw-Hill/Irwin         |
| 105          | 978-0538434775 | <b>Data Entry Skillbuilding &amp; Applications</b> , by Humphrey.  | Thomson South-Western     |
| 107          | 978-0132343435 | <b>Office Procedures for the 21<sup>st</sup> Century</b> by Sharon Burton and Nelda Shelton                  | Prentice-Hall             |
| 108          | 978-0078300202 | <b>Solving Business problems Using a Calculator</b> 6 <sup>th</sup> ed. by Polisky                           | McGraw-Hill               |
| 114          | 978-0135129524 | <b>GO! With Microsoft Office, Word 2007, Volume 1</b> , by Gaskin and Ferrett.                               | Prentice-Hall             |
| 115          | 978-0135129869 | <b>GO! With Microsoft Office, Excel 2007 Volume 1</b> , by Gaskin and Ferrett.                               | Prentice-Hall             |
| 116          | 978-0135130407 | <b>GO! With Microsoft Office, Access 2007, Volume 1</b> , by Gaskin and Ferrett.                             | Prentice-Hall             |
| 117          | 978-0132447980 | <b>GO! With Microsoft Office, PowerPoint 2007, Volume 1</b> , by Gaskin and Ferrett.                         | Prentice-Hall             |
| 118          | 978-0763818999 | <b>Integrated Computer Projects</b> 3rd ed. by Brooks.   | EMC Paradigm              |
| 120-122      | 978-0763832575 | <b>Microsoft Word 2007, Signature</b> with Office2007 by Rutkosky, Seguin and Rutkosky.                      | EMC Paradigm              |
| 120-122 Web  | 978-0763832575 | <b>Microsoft Word 2007, Signature</b> with Office 2007, by Rutkosky, Seguin and Rutkosky.                    | EMC Paradigm              |
| 123-125      | 978-0763832438 | <b>Microsoft Excel 2007, Benchmark Series</b> , With Office by Rutkosky, Seguin, and Rutkosky                | EMC Paradigm              |
| 123-125 Web  | 978-0763832438 | <b>Microsoft Excel 2007, Benchmark Series</b> , With Office 2007, by Rutkosky, Seguin, and Rutkosky.         | EMC Paradigm              |

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| <b>126-128</b>    | 978-0763832490 | <b>Microsoft Access 2007, Benchmark Series,</b> with Office 2007, by Rutkosky, Seguin, and Rutkosky.     | EMC Paradigm              |
| <b>126 Web</b>    | 978-0763832490 | <b>Microsoft Access 2007, Benchmark Series,</b> With Office 2007, by Rutkosky, Seguin, and Rutkosky.     | EMC Paradigm              |
| <b>129-131</b>    | 978-0763832551 | <b>Microsoft PowerPoint 2007, Benchmark Series,</b> With Office 2007, by Rutkosky and Flynn.             | EMC Paradigm              |
| <b>150</b>        | 978-1423905288 | <b>Microsoft Publisher 2007, Illustrated Series Introductory,</b> by Reding.                             | Thomson Course Technology |
| <b>151</b>        | 978-0763830168 | <b>Microsoft Outlook 2007,</b> by Denise Seguin.   | EMC Paradigm              |
| <b>151 Web</b>    | 978-0763821548 | <b>Microsoft Outlook 2007,</b> by Denise Seguin.   | EMC Paradigm              |
| <b>201</b>        | 978-0072963434 | Gregg College Document Processing, 10 <sup>th</sup> Ed. by Ober, Johnson, and Zimmerly :Lessons 121-180. | McGraw-Hill/Irwin         |
| <b>280-283</b>    |                | SAM 2003 Assessment + Train 3.1 CD.  | Course Technology         |
| <b>298</b>        | 978-1423999386 | <b>The Internet Illustrated Introductory</b> 5th ed. by Schneider, Evans and Pinard.                     | Thomson Course Technology |