

BOT Course Textbooks

BOT Course	ISBN	Book Title	Publisher
094		<i>Not offered fall 2011</i>	
095	978-0-5-3849539-4	Keyboarding Course Lessons 1-25, 18 th Edition by Van Huss, Forde and Woo.	Cengage/Paradigm
096	978-0-76383-751-8	Our Digital World , by Jon Gordon	Paradigm
097	978-1-25618539-0	Windows 7 , by Gaskin.	Pearson
100	978-0-5-3849539-4	Keyboarding Course Lessons 1-25, 18 th Edition by Van Huss, Forde and Woo.	Cengage
101A&B	978-0-0-7735660-6	College Keyboarding , Lessons 1-60, Kit 1, 11 th Edition, by Ober, Johnson, and Zimmerly	McGraw-Hill
101A&B Web	978-0-0-7735660-6	College Keyboarding , Lessons 1-60, Kit 1, 11 th Edition, by Ober, Johnson, and Zimmerly	McGraw-Hill
102A&B	978-0-0-7735660-6	College Keyboarding , Lessons 1-60, Kit 1, 11 th Edition, by Ober, Johnson, and Zimmerly	McGraw-Hill
102A&B Web	978-0-07735657-6	College Keyboarding , Lessons 1-60, Kit 1, 11 th Edition, by Ober, Johnson, and Zimmerly	McGraw-Hill/Irwin
103AB&C		No TEXTBOOKS required for these courses (Check out in the lab). Keychamp	
104	978-1-11170576-3	Records Management , 9th Edition by Cogswell.	Cengage
105	978-0-5-3843477-5	Data Entry Skillbuilding , by Humphrey.	Cengage
107		<i>Not offered FA 11</i>	
108	978-0-0-7830020-2	Solving Business problems Using a Calculator 6 th Edition. by Polisky	McGraw-Hill
114	978-1-2-5613225-7	GO! With Microsoft Word 2010 Comprehensive , by Gaskin, Ferrett, an Martin.	Pearson
BUS 114	978-0-13502325-9	Hired! The Job Hunting and Career Planning Guide , 4 th Edition, by Stebleton and Henle.	Pearson
115	978-1-25613227-1	GO! With Microsoft Office Excel 2010 Comprehensive , by Gaskin, Vargas, and Marks	Pearson
116	978-1-25613229-5	GO! With Microsoft Office Access 2010 Comprehensive , by Gaskin, McLellan, and Graviett.	Pearson
117	978-125613231-8	GO! With Microsoft Office, PowerPoint 2010 Comprehensive , by Gaskin, Vargas, Madsen, and Marucco.	Pearson
118	978-0-13280427-1	Skills for Success with Integrated Projects: Getting Started . by Hain, Catherine.	Pearson
120-122	978-0-76384-295-6	Signature Word 2010 , by Rutkosky, Nita.	Paradigm
120-122 Web	978-0-76384-295-6	Signature Word 2010 , by Rutkosky, Nita.	Paradigm
123-125	978-0-76384-313-7	Benchmark Excel 2010 , by Rutkosky, Nita.	Paradigm
123-125 Web	978-0-76384-313-7	Benchmark Excel 2010 , by Rutkosky, Nita.	Paradigm

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126-128	978-0-76384-305-2	Benchmark Access 2010 , by Rutkosky, Nita.	Paradigm
126 Web	978-0-76384-305-2	Benchmark Access 2010 , by Rutkosky, Nita.	Paradigm
129-131	978-1-25613232-5	Exploring PowerPoint 2010 , by Grauer.	Pearson
150		Not offered in Fall 2010	
151	978-0-76384-019-8	Benchmark Outlook 2010 , by Denise Seguin.	Paradigm
201	978-00-7296343-3	Gregg College Document Processing, 10 th Ed. by Ober, Johnson, and Zimmerly :Lessons 121-180.	McGraw-Hill
298		Not offered in Fall 2010	