

Accounting - Office Skills Training Program Textbooks Winter 2018

ACCOUNTING CLASSES

Classes	Textbook	ISBN
ACCOUNTING LEVEL I	Basic Accounting Concepts, Principles, and Procedures, Volume 1, 2nd Ed., Mostyn.	ISBN-10: 0991423100 ISBN-13: 978-0991423101
ACCOUNTING LEVEL 2	Basic Accounting Concepts, Principles, and Procedures, Volume 2, 2nd Ed., Mostyn.	ISBN-13: 978-0991423118 ISBN-10: 0991423119
QUICKBOOKS 2018	QuickBooks Desktop 2018: Comprehensive Labyrinth Learning	ITEM: 10-64061-004-9 ISBN:-13: 978-1-64061-004-0

MS OFFICE

Classes	Textbook	ISBN
ACCESS 2016 LEVEL I AND LEVEL II	<i>Microsoft Access 2016: Essentials</i> Labyrinth Learning (ebook and eLab)	ITEM: 1-59136-866-9 ISBN-13: 978-1-59136-866-3
	<i>Microsoft Access 2016: Essentials</i> Labyrinth Learning (ebook & eLab with B&W Loose-leaf Text)	ITEM: 1-59136-915-0 ISBN-13: 978-1-59136-915-8
EXCEL 2016 LEVEL I AND LEVEL II	<i>Microsoft Excel 2016: Comprehensive</i> Labyrinth Learning (ebook and eLab)	ITEM: 1-59136-845-6 ISBN- 13: 978-1-59136-845-8
	<i>Microsoft Excel 2016: Comprehensive</i> Labyrinth Learning (ebook & eLab with B&W Loose-leaf Text)	ITEM: 1-59136-913-4 ISBN- 13: 978-1-59136-913-4
OUTLOOK 2016	<i>Fast Course Outlook 2016</i> Labyrinth Learning (ebook)	ITEM: 1-59136-955-7 ISBN- 13: 978-1-59136-965-3
POWERPOINT 2016 LEVEL I AND LEVEL II	<i>Microsoft PowerPoint 2016: Essentials</i> Labyrinth Learning (ebook and eLab)	ITEM: 1-59136-857-X ISBN- 13: 978-1-59136-857-1
	<i>Microsoft PowerPoint 2016: Essentials</i> Labyrinth Learning (ebook & eLab with B&W Loose-leaf Text)	ITEM: 1-59136-914-2 ISBN- 13: 978-1-59136-914-1
WINDOWS 10	<i>Welcome to Computer Basics - Windows 10 and Office Online</i> Labyrinth Learning (textbook)	ITEM: 1- 59136-791-3 ISBN-13: 978-159136-791-8
WORD 2016 LEVEL I AND LEVEL II	<i>Microsoft Word 2016, Comprehensive</i> Labyrinth Learning (ebook and eLab)	ITEM: 1- 59136-833-2 ISBN-13: 978-159136-833-5
	<i>Microsoft Word 2016, Comprehensive</i> Labyrinth Learning (ebook & eLab with B&W Loose-leaf Text)	ITEM: 1- 59136-912-6 ISBN-13: 978-159136-912-7

HEALTHCARE CLASSES

Classes	Textbook	ISBN
FOUNDATIONS MEDICAL TERMINOLOGY	<i>Illustrated Guide to Medical Terminology , 2e, Juanita Davies, Cengage</i>	ISBN-10: 1285174429 ISBN-13: 978-1285174426

