

CONTINUING EDUCATION BOOKLIST – SPRING 2011

COURSE

TEXTBOOK REQUIRED

ACNT 1054 QUICKBOOKS

QUICKBOOKS 2010: STUDENT MANUAL WITH DISK, AXZOPRESS, ISBN: 1426019378

ARTC 1000 PHOTOSHOP

PHOTOSHOP CS5 FOR WINDOWS AND MACINTOSH: VISUAL QUICKSTART GUIDE, ELAINE WEINMANN, PETER LOUREKAS, PEACHPIT PRESS, ISBN-13: 9780321701534, ISBN-10: 0321701534

ARTC 1000 ILLUSTRATOR

TO BE ANNOUNCED

****ALL STUDENTS MUST BE TESTED ON THE FIRST CLASS DAY TO DETERMINE WHICH TEXT TO PURCHASE FOR THE WORKPLACE CLASSES****

COMG 1000 ESL WORKPLACE ENGLISH 1

COMG 1001 ESL WORKPLACE ENGLISH 2

COMG 1004 ESL WORKPLACE ENGLISH 3

COMG 1005 ESL WORKPLACE ENGLISH 4

COMG 1015 WORKPLACE PLUS

LEVEL 1

WORKPLACE PLUS, LIVING AND WORKING IN ENGLISH, STUDENT BOOK WITH GRAMMAR BOOSTER LEVEL 1, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780131927995

(OPTIONAL TEXT) *WORKPLACE PLUS*, WORKBOOK LEVEL 1, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780130331748

LEVEL 2

WORKPLACE PLUS, LIVING AND WORKING IN ENGLISH, STUDENT BOOK WITH GRAMMAR BOOSTER LEVEL 2, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780131928008

(OPTIONAL TEXT) *WORKPLACE PLUS*, WORKBOOK LEVEL 2, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780130331823

LEVEL 3

WORKPLACE PLUS, LIVING AND WORKING IN ENGLISH, STUDENT BOOK WITH GRAMMAR BOOSTER LEVEL 3, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780131928015

(OPTIONAL TEXT) *WORKPLACE PLUS*, WORKBOOK LEVEL 3, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780130943200

LEVEL 4

WORKPLACE PLUS, LIVING AND WORKING IN ENGLISH, STUDENT BOOK WITH GRAMMAR BOOSTER LEVEL 4, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780131928022

(OPTIONAL TEXT) *WORKPLACE PLUS*, WORKBOOK LEVEL 4, JOAN SASLOW, TIM COLLINS, PEARSON LONGMAN, ISBN: 9780130943521

DFTG 1009 AUTOCAD 2010	<i>AUTOCAD® 2010: A PROBLEM-SOLVING APPROACH, 1ST EDITION, SHAM TICKOO, CENGAGE LEARNING, ISBN-10: 143905567X, ISBN-13: 9781439055670</i>
ELPT 1001 NATIONAL ELECTRICAL CODE	<i>NATIONAL ELECTRICAL CODE 2008, 1ST EDITION, NATIONAL FIRE PROTECTION ASSOCIATION, CENGAGE LEARNING, ISBN-10: 0877657904, ISBN-13: 9780877657903 AND NATIONAL ELECTRICAL CODE®2008 TABS, 1ST EDITION, NATIONAL FIRE PROTECTION ASSOCIATION, CENGAGE LEARNING, ISBN-10: 0877658005, ISBN-13: 9780877658009</i>
GRPH 1002 MS PUBLISHER, BEGINNING	<i>PUBLISHER 2007: BASIC + CERTBLASTER, STUDENT MANUAL, AXZOPRESS, ISBN: 142395131X</i>
GRPH 2033 MS PUBLISHER, ADVANCED	<i>PUBLISHER 2007: ADVANCED + CERTBLASTER, STUDENT MANUAL, AXZOPRESS, ISBN: 142395128X</i>
ITSW 1053 MS ACCESS, BEGINNING	<i>ACCESS 2010: BASIC, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019807</i>
ITSW 1055 MS ACCESS, INTERMEDIATE	<i>ACCESS 2010: INTERMEDIATE, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019823</i>
ITSW 2047 MS ACCESS, ADVANCED	<i>ACCESS 2010: ADVANCED, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 142601984X</i>
ITSW 1022 MS EXCEL, BEGINNING	<i>EXCEL 2010: BASIC, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019742</i>
ITSW 1046 MS EXCEL, INTERMEDIATE	<i>EXCEL 2010: INTERMEDIATE, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019769</i>
ITSW 2049 MS EXCEL, ADVANCED	<i>EXCEL 2010: ADVANCED, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019785</i>
ITSW 1037 MS POWERPOINT, BEGINNING	<i>POWERPOINT 2010: BASIC, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019920</i>
ITSW 1041 MS POWERPOINT, INTERMEDIATE	<i>POWERPOINT 2010: ADVANCED, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019947</i>
POFI 1024 MS WORD, BASIC	<i>WORD 2010: BASIC, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019688</i>
POFI 1042 MS WORD, INTERMEDIATE	<i>WORD 2010: INTERMEDIATE, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 142601970X</i>
POFI 2037 MS WORD, ADVANCED	<i>WORD 2010: ADVANCED, FIRST LOOK EDITION, STUDENT MANUAL, AXZOPRESS, ISBN: 1426019726</i>
SMER 1041 SMALL ENGINE REPAIR	<i>SMALL GAS ENGINES, 9TH EDITION, ALFRED C. ROTH, GOODHEART-WILLCOX, ISBN: 9781590709702</i>