

# *Books for Ohio Buisness College Sandusky*

<i>Course</i>	<i>ISBN</i>	<i>Course Description</i>	<i>Book Name</i>	<i>Cost</i>
AC 101	0-538-74519-3	Accounting I	COLLEGE ACCOUNTING 1-2	\$177.85
AC 101	0-538-74521-5	Accounting I	COLLEGE ACCOUNTING 1-1	\$155.35
AC 101	0-538-73704-2	Accounting I	STUDY GUIDE W/WORKING	\$61.03
AC 102	0-324-64013-7	Accounting II	STUDY GUIDE W/WORKING	\$64.25
AC 103	0-324-64013-8	Accounting III	STUDY GUIDE W/WORKING	\$64.25
AC 102	0-324-64737-9	Accounting II	KEYSTONE FURNITURE PR	\$57.82
AC 104	0-538-74462-6	Payroll Accounting	PAYROLL ACCOUNTING 201	\$162.85
AC 105	0-76383-569-2	Computerized Accounting	COMPUTERIZED ACCOUNTI	\$104.25
AC 201	0-324-59237-X	Intermediate Accounting I	INTERMEDIATE ACCT (W/ B	\$238.94
AC 204	0-8400-3703-1	Cost Accounting	PRINCIPLES OF COST ACC	\$176.78
AC 204	0-324-59613-8	Cost Accounting	BATH DESIGN PRACTICE S	\$52.46
AC 205	0-324-66367-6	Tax Accounting	INCOME TAX FUNDAMENTA	\$146.77
AC 206	0-324-37558-1	Auditing	AUDITING: A BUSINESS RIS	\$233.58
BA 101	0-07-337728-7	Introduction to Business	Business Now, 1/E	\$82.88
BA 102	0-538-72948-1	Administrative Office Procedure	THE ADMINISTRATIVE PRO	\$102.83
BA 103	0-324-82783-0	Small Business Management	SMALL BUSINESS MANAGE	\$205.72
BA 104	0-324-59331-7	Human Resource Management	MANAGING HUMAN RESOU	\$223.94
BA 106	0-07-337700-7	Professional Development	Career Achievement: Growing	\$60.38
BA 107	0-07-337705-8	Business Law	ESSENTIALS OF BUSINESS	\$77.88
BA 202	0-07-735586-5	Principles of Economics	Essentials of Economics, 7/E	\$159.69
BA 203	0-07-338105-5	Marketing and Sales	BASIC MARKETING, 17/E	\$213.99
CA 102	0-07-225773-3	Operating Systems	SURVEY OF OPERATING SY	\$97.53
CA 104	0-07-721864-7	Word Processing I	SIMNET OFFICE SUITE REG	\$56.80
CA 105	0-07-721864-8	Spreadsheets I	SIMNET OFFICE SUITE REG	\$56.80
CA 106	0-07-721864-9	Database Design I	SIMNET OFFICE SUITE REG	\$56.80
CA 107	0-07-721864-10	Graphics Presentation	SIMNET OFFICE SUITE REG	\$56.80

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CA 104	0-07-351919-7	Word Processing I	MICROSOFT WORD 2007: A	\$93.60
CA 105	0-07-351921-9	Spreadsheets I	MICROSOFT EXCEL 2007: A	\$85.38
CA 106	0-07-351920-0	Database Design I	MICROSOFT ACCESS 2007:	\$68.59
CA 107	0-07-351918-9	Graphics Presentation	MICROSOFT POWERPOINT	\$80.38
CA 202	0-76383-118-2	Desktop Publishing	ADVANCED MICROSOFT W	\$109.96
CC 102	0-619-21614-X	i-Net+ Certification	I-NET+GUIDE TO THE INTER	\$117.85
CC 103	0-619-21641-7	Help Desk Essentials	A GUIDE TO CUSTOMER SK	\$98.54
CC 104	0-07-171380-8	Computer Repair Concepts I	Mike Meyers' CompTia A+ Gui	\$85.74
CC 105	0-07-226358-X	Computer Repair Concepts II	MIKE MEYERS COMP TIA A+	\$68.59
CC 105		Computer Repair Concepts II	TWO VOUCHERS	\$336.00
CC 202	1-4180-2023-0	Server+ Certification	THE COMPLETE GUIDE TO	\$107.12
CC 202		Server+ Certification	ONE VOUCHER	\$239.00
CC 203	1-4180-2365-5	Network+ Certification	BUNDLE: COMPLETE GUIDE	\$164.99
CC 203		Network+ Certification	ONE VOUCHER	\$239.00
CC 204	1-58720-1828	CCNA Certification	CCENT/CCNA ICND1 OFFICI	\$37.71
CC 205	1-4239-8668-7	Networking Concepts I	BUNDLE: NETWORK + GUID	\$124.27
CS 101	0-538-47443-2	Systems Analysis and Design	SYSTEM ANALYSIS AND DE	\$168.21
CS 102	1-4239-0651-9	Programming I	NEW PERSPECTIVES ON B	\$89.98
CS 202	0-619-26797-6	Programming II	NEW PERSPECTIVES ON JA	\$80.32
FN 200	0-13-174281-7	Personal Finance	BUNDLE: PERSONAL FINAN	\$161.48
FN 201	0-324-42263-6	Business Finance	PRACTICAL FINANCIAL MAN	\$241.09
FN 202	0-324-38013-5	Securities and Investments	BASIC INVESTMENTS W/ ST	\$181.07
FN 203	0-324-42270-9	Financial Management	ESSENTIALS OF MANAGERI	\$191.79
FN 204	0-324-32229-1	Money and Banking	FINANCIAL INSTITUTIONS, I	\$185.36
FN 205	0-538-43201-2	Fundamentals of Insurance Planning	FUNDAMENTALS OF INSUR	\$44.97
FN 205	0-324-18320-8	Fundamentals of Insurance Planning	RISK MANAGEMENT AND IN	
HR 101	0-618-86213-7	Personnel Interviewing	SUPERVISION, SETTING PE	\$160.71

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HR 102	0-324-42144-3	Union & Employee Relations	THE LABOR RELATIONS PR	\$222.87
HR 103	0-07-302697-2	Employment Law	EMPLOYMENT LAW: GOING	\$183.27
HR 104	0-07-338135-7	Principles of Leadership	THE ART OF LEADERSHIP,	\$140.04
HR 201	0-324-30257-6	Managing Cultural Diversity	DIVERSITY IN ORGANIZATI	\$88.90
HR 202	0073026978	Employment Law and Policy Writing	EMPLOYMENT LAW: GOING	\$181.13
HR 203	0-07-353052-2	Compensation and Benefits Management	EMPLOYEE BENEFITS: A PR	\$125.75
HR 204	0-324-62615-0	Quality Management Concepts	BECOMING A TEAM ACHIEV	\$74.97
HR 205	0324421443	Conflict and Negotiations	THE LABOR RELATIONS PR	\$222.87
LA 100	0-324-36606-X	Essential English	BUSINESS ENGLISH, 9/E	\$154.27
LA 101	0-07-338378-3	General English	READ, REASON, WRITE, 9/E	\$87.17
LA 102	0-205-50668-2	English Composition	Asking The Right Questions, 9	\$44.16
LA 104	0-495-09580-X	Interpersonal Communication	LOOKING OUT, LOOKING IN	\$133.91
LI 101	1-111-29436-4	IT Literacy and Research	BUNDLE: GUIDE, STUDY, R	\$127.48
LI 101		IT Literacy and Research	OBC FLASH DRIVE AND LAN	\$18.93
LR 201	1-4180-4096-7	Bankruptcy Law	INTRODUCTION TO BANKR	\$152.13
LR 202	0-7668-5455-8	Research Design	LEGAL RESEARCH, ANALYS	\$94.27
LR 203	1-4283-9414-1	Estate Planning and Family Law	BUNDLE: A PRACT. GUIDE T	\$220.72
LR 204	1-4283-2076-8	Torts	TORTS & PERSONAL INJUR	\$170.35
LR 205	0-495-48659-0	Interviewing and Investigation	BUNDLE: INTRODUCTION T	\$148.92
LR 206	0-07-352461-1	Civil Procedures	CIVIL LAW AND LITIGATION	\$50.02
LR 207	0-07-337696-5	Criminal Procedures	CRIMINAL LAW FOR PARAL	\$50.02
LS 103	1-4283-1296-X	Legal Terminology I	BUNDLE: LEGAL TERMINOL	\$101.76
LS 204	0-314-06115-0	Legal Writing	PRACTICAL LEGAL WRITIN	\$139.27
LS 204	600014329X	Legal Writing	THE BLUEBOOK: A UNIFOR	\$35.65
LS 204	1-4018-6597-6	Legal Writing	A POCKET GUIDE TO LEGA	\$19.23
LS 205	978-1-4354-7046-0	Legal Office Procedures	BUNDLE: LEGAL OFFICE PR	\$190.71
MA 102	0-324-66316-0	Business Math	CONTEMPORARY BUSINES	\$188.57

<i>Course</i>	<i>ISBN</i>	<i>Course Description</i>	<i>Book Name</i>	<i>Cost</i>
MD 104	1-4354-7504-6	Anatomy & Physiology with Terminology I	BUNDLE: MEDICAL TERMIN	\$152.13
MD 104	1-4160-3420-X	Anatomy & Physiology with Terminology I	DORLAND'S POCKET DICTI	\$39.60
MD 205	0-07-738899-2	Computerized Medical Management	Computers In The Medical Offi	\$162.91
MD 205	0-07-340200-1	Computerized Medical Management	CASE STUDIES FOR THE M	\$61.45
MD 206	0-07-320108-1	Medical Office Procedures	MEDICAL OFFICE PROCED	\$85.74
MD 210	0-13-219408-2	Health Claims	GUIDE TO HEALTH CLAIMS	\$68.23
MD 210	1-4180-8053-5	Health Claims	HIPPA FOR HEALTH CARE	\$42.81
MD 211	1-4377-1599-6	Introduction to Medical Insurance Coding	BUNDLE: STEP-BY-STEP M	\$98.54
MD 211	1-4377-7947-9	Introduction to Medical Insurance Coding	2010: CPT & ICD-9 VOL 1 & 2	\$166.12
MD 212	1-4160-5677-7	Advanced Medical Insurance Coding	THE NEXT STEP, ADVANCE	\$35.31
SS 101	0-13-175459-9	Principles of Sociology	THINK SOCIOLOGY, 1/E	\$64.31
SS 103	0-547-11031-6	Political Science	BUNDLE: AMERICAN GOVE	\$144.64
SS 104	0-13-501463-8	Cultural Diversity	DIVERSITY CONSCIOUSNE	\$38.15
TY 202	0-538-43860-6	Machine Transcription	MACHINE TRANSCRIPTION	\$104.97
TY 202	190 0230	Machine Transcription	HEADPHONES	\$4.83
WD 101	0-5387-4633-5	Web Design	ADOBE DREAMWEAVER CS	\$76.04
WD 102	0-5387-4633-5	Web Programming I	NEW PERSPECTIVES ON B	\$98.54
WD 201	1-435-44187-7	Web Graphics	ADOBE PHOTOSHOP CS4 R	\$74.97
WD 202	1-435-44194-X	Web Animation	ADOBE FLASH CS4 REVEAL	\$76.04
WD 205	1-59863-798-3	Web Programming III	PHP 6/ MYSQL PROGRAMMI	\$37.50