

**DCI Career Institute**

**Business Information Program - Specialization in Office Administration**

**Book List**

<i><b>Publisher</b></i>	<i><b>ISBN</b></i>	<i><b>Title</b></i>	<i><b>Author</b></i>	<i><b>Retail</b></i>
Cengage Learning	9780619254957	MS Windows XP Introductory	Shelly - Cashman - Forsythe	49.46
Cengage Learning	0-538-74892-3	New Perspectives Microsoft Word 2010	Zimmerman - Zimmerman - Shaffer - Pinard	128.95
Cengage Learning	0-538-74291-7	New Perspectives Microsoft Excel 2010	Parsons - Oja - Ageloff - Carey	128.95
McGraw/Hill	978-0-07-337779-7	Lesikar's Business Communication. Connecting in a Digital World. 12th ed	Lesikar - Flatley - Rentz	135.75
McGraw/Hill	9780077624538	Computer Accounting w/ quickbooks accountant 2012 w/ student data cd	Donna Ulmer	115.50
Cengage Learning/SW College Publishing/Custom Publishing	0-759-39246-3	Essentials of Accounting 10th Edition	Lawrence/Ryan	115.95
Cengage Learning/SW College Publishing/Custom Publishing	0-759-39592-6	Essentials of Accounting-Study Guide/Working Papers 10th Edition	Lawrence/Ryan	72.95
Cengage Learning	9780538798471	New Perspectives Microsoft Access 2010	Adamski - Finnegan	138.52
Cengage Learning	9780538753722	New Perspectives Microsoft PowerPoint 2010	Zimmerman - Zimmerman - Pinard	69.61
Cengage Learning	9781418859367	HTML Complete Concepts and Techniques 4th Edition	Shelly - Cashman - Woods	113.95
Cengage Learning	0-538-74674-2	New Perspectives Microsoft Expression Web 3.0	Bojack	85.46
Cengage Learning	9781111572310	Your career how to make it happen	Levitt/Harwood	94.95
<b>TOTALS</b>				<b>\$ 1,250.00</b>