

ECTC Online Course Offerings

Winter 2010

Term 201003 (January 6 – March 18)

- Visit the ECTC Online page for more information about online procedures and resources: www.eastcentraltech.edu/online
- **Online courses will not be accessible until Wednesday, January 6, 2010.** Your instructor will send you a “Welcome Email” on the first day of class with your login information. Check your ECTC email!
- Click the Online Textbook link on the ECTC Online page for price and order information. Online textbooks can also be commercially shipped to you (charges do apply), or you may pick up the books from the Fitzgerald or Douglas campus bookstore.
- If more than one book or software is required for a class, many times the bookstore will “bundle” these items together. The bundle price is cheaper than purchasing the items separately and the bundled items have a unique ISBN. If you want an ISBN for an individual item, contact the bookstore, your instructor, or your advisor.
- The required books and other requirements are for Winter Quarter 2010 courses only. This information may change next quarter. Also, notice the most current version of this document is DECEMBER 22, 2010 – please make sure you are using the most current version.
- **January 14, 2010 is the last day to use financial aid funds and the last day to return textbooks to the bookstore. Do not unwrap or write in textbooks until you confirm with your instructor that the class has not been canceled and the book/software is correct.**

**ECTC Online Course Offerings – Fall Quarter 2009 (Term 201002)
October 6 – December 17, 2009**

Course Number	Course Name	CRN	Instructor	Required Books/Software	On Campus Visit/Test Proctoring Special Requirements
ACC 1101	Principles of Accounting I	12539	J. Hill	College Accounting Textbook Chpts. 1-28 ISBN 9780763834968 College Accounting Study Guide/ Working Papers Chpts. 1-12 ISBN 9780763834913	Microsoft Office Excel; Microsoft Office Word
ACC 1102	Principles of Accounting II	12541	J. Hill	College Accounting Textbook Chpts. 1-28 ISBN 9780763834968 *same as ACC1101 College Accounting Study Guide/Working Papers Chpts. 13-28 ISBN 9780763834920	Microsoft Office Excel; Microsoft Office Word
ACC 1104	Computerized Accounting	12543	J. Schaeffer	Computerized Accounting w/ QuickBooks Pro 2009 ISBN 9780763835712	Microsoft Office Excel; Microsoft Office Word
AHS 1011	Anatomy and Physiology	12544	R. Hall	Introduction to Human Anatomy & Physiology, 3 rd ed. ISBN 9781416044055 Introduction to Human Anatomy & Physiology Workbook, 3 rd ed. ISBN 9781416044062	Final exam taken on campus or proctored; Microsoft Office Word
AHS 109	Medical Terminology	11925	D. Brown	Exploring Medical Language, 7 th ed. ISBN 9780323049504	
BUS 1100	Introduction to Keyboarding	12535	B. Wright	Bundle PKG Keyboarding and Word Processing, Complete Course Lessons 1-120, 17 th ed. w/Keyboarding Pro Deluxe software ISBN 9780324828566	Final exam taken on campus or proctored; Microsoft Office Word 2007
BUS 1120	Business Document Proofreading and Editing	12756	C. Fletcher	Proofreading and Editing Precision 5 th ed. ISBN 0538442484	Final exam taken on campus or proctored; Microsoft Office Word 2007
BUS 1130	Document Processing	12537	B. Tarkenton	Bundle PKG Keyboarding and Word Processing, Complete Course Lessons 1-120, 17 th ed. w/Keyboarding Pro Deluxe software ISBN 9780324828566 *same as BUS 1100	Final exam taken on campus or proctored; Microsoft Office Word 2007
BUS 1140	Word Processing	12712	B. Tarkenton	Benchmark Series: Microsoft Word 2007 Level 1&2 - Windows Vista Version ISBN 9780763830649	East Central Tech's BAT diploma students must take the Microsoft Certification Applications Specialist Word 2007 exam on campus or at an approved Microsoft Testing Center; Microsoft Office Word 2007

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BUS 1170	Electronic Communication Applications	12757	C. Thomas	Internet: Systems and Applications, 2 nd ed. Benchmark Series: Microsoft Outlook 2007 Text; Bundled ISBN 9780763837150	Microsoft Office Outlook 2007 and Microsoft Office Word 2007
BUS 1240	Office Procedures	12540	B. Tarkenton	Procedures and Theory for Administrative Professionals 6 th ed. Text and Workbook Bundled ISBN 9780324805871 Gregg Quick Filing Practice 5 th ed. ISBN 9780073222882	Microsoft Office Word 2007; one on campus visit
CIS 103	Operating Systems Concepts	11863	J. Espano	A+ Guide to Managing & Maintaining Your PC, 6 th ed. (0619217588) LabSim for A+ Essentials ISBN 1418073059	PC running Windows XP Professional or Windows XP Home
CIS 106	Computer Concepts	11159	D. Clements	Discovering Computers 2009 Complete ISBN 9781423911982	PC running Windows XP or Vista & Microsoft Word 2007
CIS 1104	Web Graphics using Adobe Photoshop	12466	S. Lavender	Adobe Photoshop CS4 Illustrated, 1 st Ed. ISBN 1423999401	PC running Windows XP (service pack 3 recommended) or Vista, 2GHz or faster processor, 1GB RAM, 9.3 GB hard-disk space, 1024x768 display, DVD-ROM drive, Quicktime 7.4.5, Internet Connection, Remote Desktop Connection
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	11881	A. Bitterman	70-297: MCSE Guide to Designing a MS Windows Server 2003 Active Directory and Network Infrastructure ISBN 0619120266 70-293: MCSE LabSim for Planning a MS Windows Server 2003 Network ISBN 0619212489	Windows 95, 98, 98Se, Me, NT, 2000, or XP PC, 32 MB RAM (64 Recommended), 28.8 kbps modem (56K Recommended), Sound card and speakers, IE 5.0, 5.5, or 6.0, Netscape Communicator 4.77, 4.78, or 4.79, Video Resolution 1024x768, MS Java Virtual Machine (XP only) or SUN Java Virtual Machine
CIS 2191	Internet Business Fundamentals	11867	K. Lavender	New Perspectives on the Internet: Comprehensive, 8 th ed. ISBN-13: 9780538744959	TBD – will be updated PC running Windows XP or Vista, Internet Connection, Remote Desktop Connection, Microsoft Word 2007, Notepad
CIS 2211	Web Site Design Tools	10055	S. Lavender	Adobe Dreamweaver CS4 Revealed, ISBN 13: 9781435441927	PC running Windows XP (service pack 3 recommended) or Vista, 2GHz or faster processor, 1GB RAM, 9.3 GB hard-disk space, 1024x768 display, DVD-ROM drive, Quicktime 7.4.5, Internet Connection, Remote Desktop Connection
CIS 2228	Comprehensive Spreadsheets Techniques	10133	C. Thompson	GO! With Excel 2007 Comprehensive ISBN 9780558115135120	PC running Windows XP or Vista & Microsoft Office Excel 2007

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CIS 2281	Database Connectivity	10388	A. Bitterman	Introduction to ASP.NET 2.0, 3 rd ed. ISBN 9781418837655	PC running Windows XP or Vista, Visual Web Developer Express 2005 (Free Download), SQL Server Express 2005 (Free Download)
CRJ 101	Intro. to Criminal Justice	10732	B. Bryant	Essentials of Criminal Justice Bundle, 6 th ed. ISBN 978049583366-6 The Dictionary of Criminal Justice, 6 th ed. ISBN 0072951125	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 105	Intro. to Criminal Procedure	11937	J. Jernigan	Criminal Procedure: Law and Practice 7 th Ed. ISBN 0495006009	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 140	Cultural Perspectives for Law Enforcement	12357	J. Jernigan	Multicultural Law Enforcement: Strategies for Peacekeeping in a Diverse Society, 4 th ed. ISBN 9780131571310	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 143	Probation and Parole	12270	M. Kelly	Community-Based Corrections, 7 th ed. ISBN 9780495094821	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 162	Methods of Criminal Investigation	11960	B. Bryant	Criminal Investigation The Art and The Science, 5 th ed. ISBN 9780136133063	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 168	Criminal Law	12348	J. Jernigan	2009 Georgia Criminal and Traffic Law Manual and Georgia Field Guide Bundle ISBN 9781422460764	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 202	Constitutional Law	10385	M. Kelly	Constitutional Law and the Criminal Justice System, 4 th ed. ISBN 9780495095439	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
CRJ 209	CJ Practicum/Internship	11971	S. McCulloch	No Book Required	Microsoft Word and Microsoft Excel
ECE 1010	Intro. to Early Childhood	12686	M. Wiggins	Beginnings and Beyond, 7 th ed. ISBN 978148048655	
ECE 1012	Curriculum Development	12689	B. Davis	Early Education Curriculum: A Child's Connection to the World, 4 th ed. Sing Me a Story! Tell Me a Song Bundle ISBN 9781428322523	Bulletin Board Project must be completed on campus
ECE 1030	Human Growth/Development I	12687	M. Wiggins	Understanding Child Development, 7 th ed. ISBN 9781418038106	
ECE 1050	Health, Safety, and Nutrition	12688	B. Davis	Health, Safety and Nutrition for the Young Child, 7 th ed. ISBN 1428320709	Students must be CPR/First Aid certified at end of course. May take at ECTC or another site.
EMP 1000	Interpersonal Rel/Prof Develop	11884	T. Garnto	Your Career How to Make it Happen, 7 th ed. ISBN 9780538730990	Microsoft Office Word

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ENG 1010	Fundamentals of English I	12504	C. Taylor-Pruitt	Get Writing 2 nd ed. ISBN 9781428262157	Microsoft Word; oral presentation videoed and uploaded or videoed on campus.
ENG 1012	Fundamentals of English II	12505	C. Taylor-Pruitt	Effective Communications for Colleges ISBN 0324374763	Microsoft Word; oral presentation videoed and uploaded or videoed on campus.
ENG 1102	Literature and Composition	12533	J. Williams	Legacies: Fiction, Poetry, Drama, Nonfiction 4 th ed. ISBN 781428206403	Microsoft Word; Updated grammar and formatting handbook
ENG 2130	American Literature	12758	M. Williams	Norton Anthology of American Literature: Shorter 7 th ed. ISBN 9780393930573	Microsoft Word, oral presentations videoed and uploaded or videoed on campus; updated grammar and formatting handbook
MAT 1011	Business Mathematics	12509	R. Oliver	Required: MyMathLab Access Code ISBN 032119991X Optional: *Business Math, 8 th ed. textbook (available online with access code) ISBN 0136054935	Final exam taken on campus or proctored *If you are purchasing the textbook and the access code, ask for the bundled price ISBN 0135044391
MAT 1012	Foundations of Mathematics	12507	R. Oliver	Required: MyMathLab Access Code ISBN 032119991X Optional: *Basic College Mathematics, 8 th ed. textbook (available online with access code) ISBN 0321557123	Final exam taken on campus or proctored *If you are purchasing the textbook and the access code, ask for the bundled price ISBN 0321574672
MAT 1111	College Algebra	12510	R. Oliver	Required: College Algebra, 7 th ed. with student DVD, Web Assign Access Code Bundle ISBN 1111020477	Final exam taken on campus or proctored
PSY 1010	Basic Psychology	12545	T. Garnto	Essentials of Psychology; Bernstein & Nash; 5 th ed. ISBN-0495810770	Comprehensive Final Exam taken on-line; timed.
SCT 100	Intro. to Microcomputers	11616	K. Duvall	Microsoft Office2007 Brief Edition w/Windows Vista and Internet Explorer 7.0 ISBN 97800763831363	VISTA operating system, Microsoft Office Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.
SCT 100	Intro. to Microcomputers	12583	K. Lavender	Microsoft Office2007 Brief Edition w/Windows Vista and Internet Explorer 7.0 ISBN 97800763831363	VISTA operating system, Microsoft Office Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.