Please look forward to class confirmations three to four days prior to your class. We suggest that you wait to purchase your book/materials until receiving your confirmation.

**Course: Human Resources Essentials**  
Required Text: Human Resource Management; 14th or 15th Edition  
Author: Robert L. Mathis and John H. Jackson  
Publisher: South Western College Publishing

**Course: HR Systems and Metrics**  
Required Text: Practical Guide to Human Resource Information Systems  
Author: Satish Badgi  
ISBN: 978-8120345294

**Course: Financial Intelligence for Non-Financial Managers**  
Required Text: A Step-By-Step Guide to Understanding and Creating Financial Reports  
Author: Thomas Ittelson  
ISBN: 978-1601630230

**Course: High Performance Management Essentials**  
ISBN: 978-0873898614  
Contact the American Society for Quality to purchase textbook – [www.asq.org](http://www.asq.org) or call 1.800.248.1946

**Course: Managing Employee Performance**  
Required Text: Human Resource Management; 14th or 15th Edition  
Author: Robert L. Mathis and John H. Jackson  
Publisher: South Western College Publishing

**Course: Employment Law**  
Required Text: Human Resource Management; 14th or 15th Edition  
Author: Robert L. Mathis and John H. Jackson  
Publisher: South Western College Publishing
Course: Talent Management: Finding and Keeping the Best
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: Total Rewards
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: HRCI PHR or SPHR Exam Preparation
Author: Robert L. Mathis and John H. Jackson
Study guide will be announced at the first session of the course.

Course: SHRM - CP or SCP Exam Preparation
Required Text: SHRM Learning System

Course: Understanding Budgets
Required Text: Budgeting Student Manual
Be sure to order your textbook well before your start date of class from Logical Operations. Visit Logical Operations by going to https://store.logicaloperations.com and searching for the text by entering the word "Budget" into the search field.

Course: High Performance Management Essentials

Recommended

Course: Managing Small Projects
Recommended Text: Project Management for Small Projects
Author: Sandra Rowe