

BUSINESS

SUMMER/FALL 2018 BOOKLIST

| Course(s) | Textbook(s) | Author(s) | Edition | ISBN | Publisher | Publisher's Listed Price | Estimated Maximum Enrollment |
|--------------------------------------|---|----------------------------|-----------------|--|-------------------------|--------------------------|------------------------------|
| ACCT 2100 | Financial and Managerial Accounting with Wiley Plus | Weygandt, Kimmel and Kieso | 2nd | Financial & Managerial Accounting 2E Binder Ready Version with WileyPLUS Card Set ISBN: 9781119036357 | Wiley | TBD | 60 |
| ACCT 2110 | Financial and Managerial Accounting with Wiley Plus | Weygandt, Kimmel and Kieso | 1st | 9781118286012 (Hard Cover with Code) 9781118110966 (Ebook with Code) | Wiley | TBD | 30 |
| ACCT 2250 | Payroll Accounting, 4 th edition | Eric Weinstein | 4 th | 978-159136-948-6 | LabyrinthCar | TBD | 25 |
| ACCT 2300 | Financial and Managerial Accounting with Wiley Plus | Weygandt, Kimmel and Kieso | 1st | 9781118286012 (Hard Cover with Code) 9781118110966 (Ebook with Code) | Wiley | TBD | 25 |
| ACCT 2700 | Essentials of Federal Income Taxation 2017 | Linda M Johnson | 2017 | ISBN-13: 978-0808044864 ISBN-10: 0808044869 | Wolters Kluwer | TBD | 25 |
| APMA 1030 | Practical Business Math Procedures, Brief Edition | Jeffrey Slater | 11th | 978-0-07-753395-3 | McGraw-Hill ©2011 | TBD | 30 |
| BUSI 1050 Section 1DA Guerrero | Effective Communications for Colleges | Brantley & Miller | 11th | 0324374763 | Thomson Southwestern | TBD | 30 |
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|--------------------------------------|--|--|-------------------------|---|--------------------------------------|--------------------------|------------------------------|
| BUSI 1050 Section WWA Online | Business Communication: Process and Product | Guffey \ Loewy | 7 th | 9781337584791 Mind Tap with Loose-Leaf Text and eBook access or 9781337095679 Mind Tap with eBook access | | TBD | 30 |
| BUSN 1100 | Business Essentials | Ebert/Griffin | 11 TH | 978-0-13-412996-9 | Pearson | TBD | 122 |
| BUSN 2100 Section WDA Guerrero | Management | Chuck Williams | 5e | 978-0-324-56840-0 | South-Western CENGAGE Learning | TBD | 30 |
| BUSN 2100 Section WWA Online | Management | Chuck Williams | 10 th | 13: 978-1-337-11714-2 10: 1-337-11714-5 | South-Western CENGAGE Learning | TBD | 30 |
| BUSN 2120 | Human Resource Management | Mathis, Jackson, Valentine, Meglich | 15 th | 978-1-305-50070-9 | Cengage | TBA | 30 |
| BUSN 2230 | Principles of Marketing | Pride \ Ferrell | 7 th | 978-1-337-12778-3 Mind Tap with Loose-Leaf Text and eBook access or 978-1-305-50476-9 Mind Tap with eBook access | Cengage | TBD | 30 |
| BUSI 2451 | Career Directions: The Path to Your Ideal Career, 5th Edition | Donna J Yena | 5 th 2011 | 9780073375151 | McGraw Hill | TBD | 20 |
| CINS 1350 | Microsoft Excel 2016 Levels 1 & 2 SNAP CODE REQUIRED* | Rutkosky, Roggenkamp, & Rutkosky | Benchmark | 978-0-76386-988-5 | EMC Paradigm | TBD | 25 |
| CINS 1450 | Microsoft Word 2016 Levels 1 & 2 SNAP CODE REQUIRED* | Rutkosky & Roggenkamp | Benchmark | 978-0-76386-981-6 | EMC Paradigm | TBD | 25 |
| CINS 1550 | Microsoft Word 2016 Levels 1, 2, & 3 SNAP CODE REQUIRED* | Rutkosky & Roggenkamp | Benchmark | 978-0-76387-115-4 | EMC Paradigm | TBD | 20 |

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| CINS 1650 | TBA | | | | | TBD | 15 |
| CINS 1750 | Microsoft Access 2016 Level 1 & 2 | Rutkosky, Seguin, & Roggenkamp | Benchmark | 978-0-76386-994-6 | EMC Paradigm | TBD | 25 |
| CPTR 1100 | Guidelines for Microsoft Office 2016 | Muir | 2016 | 978-0-76386-803-1 | Paradigm | TBD | 300 |
| DVKB 0900 | Gregg College Keyboarding & Document Processing (GDP), Word 2016 , L1-60, with student access code | Ober, Johnson, & Zimmerly | 11th | ISBN 10: 125992114X ISBN 13: 781259921148 | McGraw-Hill | TBD | 50 |
| KYBD 1100 | Gregg College Keyboarding & Document Processing (GDP), Word 2016 , L1-60, with student access code | Ober, Johnson, & Zimmerly | 11th | ISBN 10: 125992114X ISBN 13: 781259921148 | McGraw-Hill | TBD | 35 |
| KYBD 1200 | Gregg College Keyboarding & Document Processing (GDP), Word 2016 , L61-120, with student access code | Ober, Johnson, & Zimmerly | 11th | ISBN 10: 1259921131 ISBN 13: 781259921131 | McGraw-Hill | TBD | 20 |
| OSYS 2530 | Procedures & Theory for Admin. Prof. | Karin Stulz; Kellie A. Shumack, Ph.D.; Patsy Fulton-Calkins | 7th | 1-111-57586-1 | South-Western CENGAGE Learning | TBD | 30 |

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| All KYBD Courses | GDP code Note: This code should be purchased by all first-time KYBD students. Returning KYBD students can use the same code. | 77319443 | GDP | TBD | See numbers above for KYBD courses |
| *Snap Access Code Note: One 2016 code needed per student enrolled in courses requiring SNAP. The same code can be used for multiple classes/instructors. | | 9780763855192 | EMC Paradigm | TBD | See numbers above for courses requiring SNAP |

