

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

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

