

TERM: Summer 2009**DEPT:**

Business

Course #	Author	Title	Publisher	Edition	ISBN
ACCT 1500	Donna Ulmer	Computer Accounting with QuickBooks Pro 2009 Student Data Files and QuickBooks Trial Software	McGraw-Hill Irwin	2009	978-0-07-733070-5
CINS 1300	Rutkosky, Seguin, & Roggenkamp	Microsoft Excel 2007 Levels 1 and 2 w/SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-76383-159-2 OR SNAP 978-0-76382-957-5
CINS 1450	Rutkosky & Roggenkamp	Microsoft Word 2007 - Windows XP Version w/ SNAP training & Assessment	EMC Paradigm	Signature	Text & SNAP Combo: 978-0-76383-112-7 OR Text: 978-0-76383-026-7 & SNAP: 978-0-76382-957-5
CINS 1550	Rutkosky & Roggenkamp	Microsoft Word 2007 - Windows XP Version w/ SNAP training & Assessment	EMC Paradigm	Signature	Text & SNAP Combo: 978-0-76383-112-7 OR Text: 978-0-76383-026-7 & SNAP: 978-0-76382-957-5
CINS 2640	Rutkosky, Seguin, and Roggenkamp	Microsoft Excel 2007 Levels 1 and 2 w/SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-76383-159-2 OR SNAP 978-0-76382-957-5
CPTR 1100	Shelly, Gary B.,	Office 2007: Introductory Concepts and Techniques Windows XP Edition	Course Technology		978-1-4188-4327-4
KYBD 1001	Ober, Johnson, & Zimmerly	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update, Kit 1, Lesson 1-60 w/Home Software 2.0	McGraw-Hill	10th	13 9780077260538
KYBD 1110	Ober, Johnson, & Zimmerly	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update, Kit 1, Lesson 1-60 w/Home Software 2.0	McGraw-Hill	10th	13 9780077260538

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Course #	Author	Title	Publisher	Edition	ISBN
ACCT 1100	Harrison & Horngren	Financial Acct. w/ MAL access	Pearson/Prentice Hall	7th	0-13-604113-2
ACCT 1200	Harrison & Horngren	Financial Acct. w/Mal access	Pearson/Prentice Hall	7th	0-13-604113-2
ACCT 1250	Bieg & Toland	Payroll Accounting, 2009 Edition w/ Softw	Thomson	18th	978-0-324-66373-0
ACCT 1300	Spiceland, Sepe, & Tomassini	Intermediate Acct., Volume 1	McGraw-Hill Irwin	4th	978-0-07-324009
BUSI 2450	Ferrett	Strategies, Getting & Keeping the Job You Want	McGraw-Hill	2nd	0-0783-0509-8
BUSI 1050	Brantley & Miller	Effective Communications for Colleges w/ WebTutor	Thompson Southwestern	11th	Text & WebTutor Combo: 0324551223 <i>OR</i>
					Book: 0324374763 & WebTutor: 0534274897
CINS 1300	Rutkosky, Seguin, & Roggenkamp	Microsoft Excel 2007 Levels 1 and 2 w/SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-76383-159-2 OR SNAP 978-0-76382-957-5
CINS 1310	Rutkosky, Seguin, & Roggenkamp	Microsoft Access 2007 Levels 1&2 - Windows XP Version W/ SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-0-76383-162-2 <i>OR</i>
					Text: 978-0-76383-004-5 & SNAP: 978-0-76382-957-5
CINS 1450	Rutkosky & Roggenkamp	Microsoft Word 2007 - Windows XP Version w/ SNAP training & Assessment	EMC Paradigm	Signature	Text & SNAP Combo: 978-0-76383-112-7 <i>OR</i>
					Text: 978-0-76383-026-7 & SNAP: 978-0-76382-957-5
CINS 1550	Rutkosky & Roggenkamp	Microsoft Word 2007 - Windows XP Version w/ SNAP training & Assessment	EMC Paradigm	Signature	Text & SNAP Combo: 978-0-76383-112-7 <i>OR</i>
					Text: 978-0-76383-026-7 & SNAP: 978-0-76382-957-5
CINS 1650	Arford	Advanced Microsoft Word 2007: Desktop Publishing	EMC Paradigm	Signature	978-0-76383-118-9
CINS 2640	Rutkosky, Seguin, and Roggenkamp	Microsoft Excel 2007 Levels 1 and 2 w/SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-76383-159-2 OR SNAP 978-0-76382-957-5
CINS 2650	Rutkosky, Seguin, & Roggenkamp	Microsoft Access 2007 Levels 1&2 - Windows XP Version W/ SNAP Training & Assessment	EMC Paradigm	Benchmark	Text & SNAP Combo: 978-0-76383-162-2 <i>OR</i>
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KYBD 1110	Ober, Johnson, & Zimmerly	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update, Kit 1, Lesson 1-60 w/Home Software 2.0	McGraw-Hill	10th	13 9780077260538
KYBD 1310	Ober, Johnson, & Zimmerly	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update,	McGraw-Hill	10th	13 9780077260538 & 13 9780077260552
MACH 1350	Ettinger & Perfetto	Machine Transcription	EMC Paradigm	3rd	0-7638-0138-0
OSYS 2530	Fulton-Calkins Stulz	Procedures & Theory for Admin. Prof. with Webtutor	Thompson Southwestern	5th	Text & WebTutor Combo: 0-3242-8110-2 <i>OR</i>
					Book: 0-5387-2740-3 & WebTutor: 0-5387-2746-2