

Book List

Updated 9/13/16
(Prices subject to change)



Customer Service
Receptionist
Office Clerk
Executive Assistant
Office Manager
Accounting Clerk

Business Technologies

	Price	Course							
MindTap® Business Communication, 1 term (6 months) Loose Leaf version and Printed Access Card, 8th Edition, (ISBN: 9781305591738)	\$ 105.00	Business Communication, Employment Communication	x		x	x	x	x	x
Contemporary Mathematics for Business and Consumers 7th Ed- Brief Ed. (ISBN- 13:9781285448596)	\$ 162.00	Business Math		x	x	x	x	x	x
College Accounting CH.1-15, Loose-Leaf Version, 22nd Ed. Bundle, 2 terms (12 mo) (ISBN:9781337347556)	\$ 164.00	Account I & II				x	x	x	x
Coolsprings Furniture Practice Set for College Acctng, 2 terms (12 mo), Printed Access Card, 22nd Ed. (ISBN: 9781305961661)	\$ 75.00								x
Trey's Fast Cleaning Service Practise Set for College Acctng, 2 terms (12 mo) Printed Access Card, 22nd Ed (ISBN: 9781305961654)	\$ 75.00								x
Computer Accounting with QuickBooks 2015 (ISBN: 9780763865177)	\$ 139.94	Computerized Accounting				x	x	x	x
TestOut Desktop Pro Plus (ISBN: 9781935080640)	\$ 149.00	Microsoft Applications: Word, Excel, PowerPoint, Access	x		x	x	x	x	x
Integrated Business Projects, 3rd Edition (ISBN 9780538731096)	\$ 42.00	Integrated Project						x	
Keeping Financial Records for Business (Textbook) (ISBN 9780538441537)	\$ 82.99	Financial Records				x	x	x	x
Keeping Financial Records, Get In Line Skate Shop Practice Set (ISBN 9780538441650)	\$ 45.00	Financial Records				x	x	x	x
Keeping Financial Records Working Papers, Ch 1-16 (ISBN 9780538441575)	\$ 56.95	Financial Records				x	x	x	x
Microsoft Publisher 2013:Comprehensive (ISBN 13:9781285167329)	\$ 105.42	Desktop Publishing						x	
Records Management, 10th Edition (ISBN 13:9781305119178)	\$ 105.00	Records Management				x	x	x	x

\$254.00 \$162.00 \$416.00 \$1,009.88 \$1,157.30 \$1,159.88

* Books/materials marked with an asterisk are required on the **first day of class**.

We make every attempt to maintain a current book list; however recent purchases may effect the cost and may not be reflected on this list. Check with the bookstore for the current cost.

Used books may be available for purchase. Please use exact ISBN when ordering through outside vendors.

All books are required in their respective programs. Students may purchase them at different times throughout their training plan. Please check with faculty for direction on when to purchase your textbooks.