

Business & Technology Division Book List
Fall 2009

BIT 120

Business Writer's Handbook
ISBN: 978-03-1247709-7
ED: 9th
Author: Alred
Publisher: VHPS

Character is Destiny
ISBN: 978-0-7-6151163-2
Author: Gough
Publisher: Random

Who Moved My Cheese?
ISBN: 978-0-3-9914446-2
Author: Spencer Johnson
Publisher: Penguin

BIT 210

Title: Event Planning
ISBN: 978-0-4-70155745
Ed: 2nd
Author: Judy Allen
Publisher: Wiley

BIT 240

Title: Succeeding in Business with Microsoft
Office Excel 2007
ISBN: 978-1-4239-0605-6
ED:
Author: Gross/Akaiwa/Nordquist
Publisher: Course Technology

BIT 299

Title: Systems Analysis & Design for the Small
Enterprise
ISBN: 978-0030349034
ED: 3rd
Author: Davis Harris
Publisher: Cengage

BUS 110

Title: Business Ethics: Case Studies +
Readings
ISBN: 978-0-3-2465774-6
ED: 6th
Author: Jennings
Publisher: Cengage

BUS 111

Title: Business Communication Essentials
ISBN: 978-0-536-07264-1
(Custom version available at college bookstore)
Author: Courtland Bovee & John Thill
Publisher: Prentice Hall
Or
Business Communication Essentials, 3rd Ed.
ISBN: 978-0132328999

BUS 121

Title: Principles of Accounting V-1
ISBN: 978-0-6-1897973-8 (Paperback)
(Custom version available at college bookstore)
Ed.: 10th
Author: Needles/Power/Crosson
Publisher: Houghton Mifflin
or
Full version: ISBN-10: 0618736611 ISBN-13:
9780618736614

BUS 122

Title: Principles of Accounting V-2
ISBN: 978-0-6-1898777-1 (Paperback)
(Custom version available at college bookstore)
Ed.: 10th
Author: Needles/Power/Crosson
Publisher: Houghton Mifflin
Or
Full version: ISBN-10: 0618736611 ISBN-13:
9780618736614

BUS 185

Title: Marketing: The Core
ISBN: 978-0073381060
ED: 3rd
Author: Kerin, Hartley, Rudelius
Publisher: McGraw Hill

BUS 205

Title: Statistics Primis
ISBN: 978-0-39-01249-7
Author:
Publisher: Primis Online McGraw-Hill
(Custom version available at college bookstore)

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BUS 241

Title: ABC's of Relationship Selling W/CD
ISBN: 978-0-0-7338099-5
Ed: 10th
Author: Futrell
Publisher: McGraw-Hill

Title: FISH! Remarkable Way to Boost Morale
ISBN: 978-0-7-8686602-1
Author: Lundin
Publisher: Hachette

BUS 242

Title: Supervision Today
ISBN: 978-01-3172609-3
Ed.: 5th
Author: Robbins
Publisher: Pearson

Title: The One Minute Manager
ISBN: 978-0-6-8801429-2
Author: Blanchard/Johnson
Publisher: Harper/Collins

BUS 243

Title: Essentials of Entrepreneurship
ISBN: 978-0-1-3229438-6
Ed.: 5th
Author: Zimmerer
Publisher: Pearson

BUS 250

Title: Fundamentals of Human Resource Management
ISBN: 978-0-0-7338147-3
ED: 3rd
Author: Noe, Hollenbeck, Gerhart, Wright
Publisher: McGraw-Hill, Irwin

BUS 251

Title: Business Law w/UCC Applications.
ISBN: 978-0-0-7352494-8
ED: 12th
Author: Brown
Publisher: McGraw-Hill

BUS 271

Title: Focus on Personal Finance
ISBN: 978-00-73530635
ED: 2nd
Author: Kapoor
Publisher: McGraw Hill

BUS 299

Title: Bus. Mgmt Simulations Pkg.
ISBN: 978-1-9-3368105-4
ED:
Author: Smith
Publisher: Mgmt. Simulations

CIS 109

Title: Microsoft Office 2007 Intro. Concepts & Techniques
ISBN: 978:1-4-1884327-4
Ed: Windows XP
Author: Shelly Cashman
Publisher: Thomson/Course Technology

CIS 150

Title: Mike Meyer's Comp TIH A-1 Guide to Managing and Troubleshooting PC's
ISBN: 978-0-0-7226355-8
Ed: 2nd
Author: Meyers
Publisher: McGraw Hill

CIS 170

Title: Java: How To Program
ISBN: 978-0136053064
Ed: 8th
Author: Deital
Publisher: Prentice Hall

CIS 175

Title: Local Area Network
ISBN: 978-0-7-6382202-6
Ed: 06
Author: Thomas Govanus
Publisher: EMC/Paradigm

CIS 209

Title: Microsoft Access 2007: Comprehensive
ISBN: 978-1-4-1884341-0
Author: Shelly Cashman
Publisher: Thomson/Course Technology

CIS 263

Title: MS Expression Web Illustrated Complete
ISBN: 978-1423905509
Ed: 1st
Author: Riley
Publisher: Wiley

CIS 270

Title: Java: How To Program
ISBN: 978-0136053064
Ed: 8th
Author: Deital
Publisher: Prentice Hall

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CIS 275

Title: Wide Area Networks w/CD
ISBN: 978-0-7-6381945-3
Ed: 4th
Author: Trivedi
Publisher: EMC/Paradigm

CIS 280

Title: Database Systems Design,
Implementation, and Management
ISBN: 978-1-4239-0201-0
Ed: 8th
Author: Rob
Publisher: Cengage

ECO 201/202

Title: Economics
ISBN: 978-0-07-351129-0
Ed: 19
Author: Samuelson & Nordhaus
Publisher: McGraw-Hill

ERG 101

Title: Engineering Primis
ISBN: 978-0-3-9075188-1
Author: Bertoline, G.R.
Publisher: Primis Online McGraw-Hill
(Custom version available at college bookstore)

GENT 291

Title: 5-D Leadership, Key Dimensions for
leading in the real world
ISBN: 0891061975
Author: Campbell, Samiec
Publisher: Davies-Black Publishing

OFA 101

Title: Gregg College Keyboarding & Document
Processing
ISBN: 978-0077260538
Ed: 10th
Author: Ober
Publisher: McGraw-Hill

OFA 132

Title: Records Management
ISBN: 978-0-5-3872956-7
Ed: 8th
Author: Read Ginn
Publisher: Cengage

OFA 205

Title: MS Word 2007
ISBN: 1428327827
(Custom version available at college bookstore)
Author: Shelly, Cashman,
Publisher: Course Technology

OFA 240

Title: Language of Medicine w/CD+Online
Course
ISBN: 978-1-4-1603477-3
ED: 8th
Author: Chabner
Publisher: Elsevier

OFA 242

Title: Medical Transcription
ISBN: 978-0-76383-109-7
ED: 3rd
Author: Ettinger
Publisher: EMC/Paradigm

OFA 281

Title Med.Office Asst/W/Home Vers.Medisoft
ISBN: 9780078063381
ED: 6th
Author: Sanderson
Publisher: McGraw-Hill When purchasing this
packet in college bookstore, see the cashier for
an additional item not located on the shelf.

Title: Medical Assisting:ADM W/CD
ISBN:9780763813253
Author: Warren:
Publisher: EMC/Paradigm