



Davis Applied Technology College

A UCAT Campus
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 Phone: 593-2500



2012 Business Technology

Catalog Year: 2012

The Program Materials listed below show general resources that you will need to purchase for this program. It is recommended that you wait to purchase these materials until you have received a Program Orientation (this document explains when you need the materials). You should also wait until you begin each course to purchase Course Materials. DATC instructors update curriculum throughout the year and materials and pricing may change without notice. Some textbooks, materials and supplies may be used for multiple courses and are required unless otherwise noted.

Program Materials	Optional	New	Used
No Materials Required			
Course Materials	Optional	New	Used
<i>ACCT 1460: Accounts Payable I</i>			
Curriculum: ACCT 1460 Accounts Payable I		\$0.35	
Textbook: Schaeffer, Mary S., Accounts Payable Best Practices. Wiley, 2004. ISBN: 0-4716-3695-9		\$97.00	\$69.85
Workbook: Introduction to Accounts Payable Management. Developed by the DATC Entrepreneurial Institute		\$27.70	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>ACCT 1440: Accounts Receivable I</i>			
Curriculum: ACCT 1440 Accounts Receivable I		\$0.30	
Textbook: Salek, John G. Accounts Receivable Management Best Practices. Wiley, 2005. ISBN: 0-4717-1654-5		\$95.75	\$68.95
Workbook: Introduction to Accounts Receivable Management Developed by the DATC Entrepreneurial Institute		\$22.70	
Material: USB Drive		\$9.99	
<i>BTEC 1360: Basic Supervision</i>			
Curriculum: BTEC 1360 Basic Supervision		\$0.45	
Textbook: Certo, Samuel C. Supervision, Concepts and Skill Building. 4th ed. McGraw-Hill, 2003. ISBN: 0-0724-8839-5		\$51.70	\$50.66
<i>ACCT 1020: Business Calculations</i>			
Curriculum: ACCT 1020 Business Calculations		\$0.35	
Textbook: Pasewark, William R. Calculators: Printing and Display. 5th ed. Thomson/South-Western Educational Publishing, 2011 ISBN: 0-8400-6535-3		\$45.70	\$32.90
<i>BTEC 1530: Business Communications</i>			
Curriculum: BTEC 1530 Business Communications		\$0.50	
Textbook: Lehman, Carol M. and Debbie D. DuFrene. BCOM. 1st ed. South-Western College Publishing, 2008. ISBN: 0-3245-8790-2		\$55.70	\$40.10
<i>BTEC 1510: Business English</i>			
Curriculum: BTEC 1510 Business English		\$0.65	

Textbook: Sabin, William A. The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting. Tribute ed. Career Education, 2010 ISBN: 0-0733-9710-5	X	\$83.70	\$60.30
Workbook: Guffy, Mary Ellen. Business English. 10th ed. South-Western College, 2010. ISBN: 0-3247-8974-2		\$167.35	\$120.50
Material: Paper		\$2.99	
Material: Pen		\$1.99	
Material: USB Drive		\$9.99	
<i>BTEC 1540: Business Law and Ethics</i>			
Curriculum: BTEC 1540 Business Law and Ethics		\$1.05	
Textbook: Liuzzo, Anthony L. Essentials of Business Law. 7th ed. McGraw Hill Career Education, 2010. ISBN: 0-0733-7705-8		\$84.00	\$60.50
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1550: Business Leadership</i>			
Curriculum: BTEC 1550 Business Leadership		\$0.45	
Textbook: Lussier, Robert and Christopher Achua. Leadership: Theory, Application, & Skill Development. South-Western College Pub, 2010. ISBN: 0-3245-9655-3		\$193.35	\$139.25
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 2920: Business Technology Externship</i>			
Other: No Material Required		\$0.00	
<i>ACCT 1300: Core Concepts of Accounting</i>			
Curriculum: ACCT 1300 Core Concepts of Accounting		\$0.40	
Textbook: Raiborn, Cecily A. Core Concepts of Accounting. 2nd ed. Wiley Publishing, 2010. ISBN: 0-4704-9947-8		\$105.00	\$75.60
Material: USB Drive		\$9.99	
<i>BTEC 1560: Customer Service</i>			
Curriculum: BTEC 1560 Customer Service		\$0.60	
Textbook: Gibson, Pattie. The World of Customer Service. 3rd ed. South-Western Educational Pub, 2011. ISBN: 0-8400-6424-1		\$92.00	\$66.25
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1151: Database Applications I (MS Access 2007)</i>			
Curriculum: BTEC 1151 Database Applications I (MS Access 2007)		\$0.65	
Textbook: Microsoft Official Academic Course, Microsoft Office Access 2007, Exam 77-605 with WileyPLUS. Wiley Publishing, 2008. ISBN: 0-4701-6455-7		\$173.00	\$124.60
Material: USB Drive		\$9.99	
<i>BTEC 1152: Database Applications I (MS Access 2010)</i>			
Curriculum: BTEC 1152 Database Applications I (MS Access 2010)		\$0.60	
Textbook: Microsoft Official Academic Course. Microsoft Access 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-885. Wiley Publishing, 2011. ISBN: 1-1181-9755-0		\$181.00	\$130.35
Material: USB Drive		\$9.99	
<i>BTEC 2151: Database Applications II (MS Access 2007)</i>			
Curriculum: BTEC 2151 Database Applications II (MS Access)		\$0.60	
Textbook: Microsoft Official Academic Course, Microsoft Office Access 2007, Exam 77-605 with WileyPLUS. Wiley Publishing, 2008. ISBN: 0-4701-6455-7		\$173.00	\$124.60
Material: USB Drive		\$9.99	

<i>BTEC 2152: Database Applications II (MS Access 2010)</i>			
Curriculum: BTEC 2152 Database Applications II (MS Access 2010)		\$0.55	
Textbook: Microsoft Official Academic Course. Microsoft Access 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-885. Wiley Publishing, 2011. ISBN: 1-1181-9755-0		\$181.00	\$130.35
Material: USB Drive		\$9.99	
<i>BTEC 1190: Desktop Publishing</i>			
Curriculum: BTEC 1190 Desktop Publishing		\$0.45	
Textbook: Arford, Joanne. Advanced Microsoft Word 2010 Desktop Publishing. EMC/Paradigm Publishing, 2011 ISBN: 0-7638-3890-X		\$111.60	\$80.35
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1370: E-Business Fundamentals</i>			
Curriculum: BTEC 1370 eBusiness Fundamentals		\$0.30	
Textbook: Cram, Carol M. E-Commerce Concepts, Illustrated Introductory. Course Technology, 2000. ISBN: 0-6190-1818-6		\$54.95	\$39.60
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1161: Electronic Presentations (MS PowerPoint 2007)</i>			
Curriculum: BTEC 1161 Electronic Presentations I (MS PowerPoint)		\$0.85	
Textbook: Microsoft Official Academic Course, Microsoft Office Powerpoint 2007, Exam 77-603 with WileyPLUS Premium and Certiprep. Wiley Publishing, 2007. ISBN: 0-4704-6342-0		\$173.00	\$124.60
Material: USB Drive		\$9.99	
<i>BTEC 1162: Electronic Presentations (MS PowerPoint)</i>			
Bundle: Microsoft Official Academic Course. Microsoft Office Powerpoint 2010. Wiley Publishing, 2011. ISBN: 1-1181-9752-6		\$181.00	\$130.35
Curriculum: BTEC 1162 Electronic Presentations I (MS PowerPoint 2010)		\$0.65	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1182: Email Application (MS Outlook 2010)</i>			
Curriculum: BTEC 1182 E-mail Applications (MS Outlook 2010)		\$0.75	
Textbook: Microsoft Official Academic Course. Microsoft Outlook 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-884. Wiley Publishing, 2011. ISBN: 1-1181-9754-2		\$185.00	\$133.20
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1380: eMarketing Principles I</i>			
Curriculum: BTEC 1380 eMarketing Principles I		\$0.45	
Textbook: Reedy, Joel and Shauna J. Schullo. Electronic Marketing: Integrating Electronic Resources into the Marketing Process. 2nd ed. South-Western College Publishing, 2004. ISBN: 0-3241-7595-7		\$130.00	\$93.60
Material: USB Drive		\$9.99	
<i>BTEC 1390: eMarketing Principles II</i>			
Curriculum: BTEC 1390 eMarketing Principles II		\$0.40	
Textbook: Sweeney, Susan. 101 Ways to Promote Your Website. 6th ed. Maximum Press Publishers, 2006. ISBN: 1-9316-4446-2		\$25.00	\$18.00
Material: USB Drive		\$9.99	
<i>BTEC 3000: Integrated Project</i>			
Curriculum: BTEC 3000 Integrated Project		\$0.60	

Textbook: Olinzock, Anthony A., Janna Arney, and Wylma Skean. Integrated Business Projects. 3rd ed. South-Western Educational Pub, 2010. ISBN: 0-5387-3109-5		\$62.70	\$45.15
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1350: Intellectual Property Law</i>			
Curriculum: BTEC 1350 Intellectual Property Law		\$0.25	
Textbook: Stim, Richard. Patent, Copyright, & Trademark: An Intellectual Property Desk Reference. 11th ed. Nolo Press, 2010 ISBN: 1-4133-1200-4		\$37.00	\$26.65
Material: USB Drive		\$9.99	
<i>BTEC 1115: Internet and Email Practices</i>			
Curriculum: BTEC 1115 Email and Internet Applications		\$0.55	
Textbook: Flynn, Nancy and Tom Flynn. Writing Effective E-Mail: Improving Your Electronic Communication. Course Technology, 2003. ISBN: 1-5605-2681-5		\$19.60	\$14.15
Textbook: Flynn, Nancy. E-Mail Management: 50 Tips for Keeping Your Inbox Under Control. Axzo Press, 2007. ISBN: 1-4239-1799-5		\$19.60	\$14.15
Textbook: Stolins, Russel. Welcome to The Internet: Internet Explorer 7 Edition. Labyrinth Learning, 2008. ISBN: 1-5913-6148-6		\$31.60	\$22.75
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>ACCT 1480: Inventory Practices I</i>			
Curriculum: ACCT 1480 Inventory Practices I		\$0.30	
Textbook: Muller, Max. Essentials of Inventory Management. 1st ed. Amacom, 2003. ISBN: 0-8144-0751-X		\$33.00	\$23.80
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>WWSK 1500B: Job Seeking Skills - Blended</i>			
Curriculum: WWSK 1500B Job Seeking Skills - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50
<i>BTEC 1005: Keyboarding I</i>			
Curriculum: BTEC 1005 Keyboarding I		\$0.25	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>BTEC 1006: Keyboarding II</i>			
Curriculum: BTEC 1006 Keyboarding II		\$0.25	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>BTEC 1007: Keyboarding III</i>			
Curriculum: BTEC 1007 Keyboarding III		\$0.30	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>BTEC 1060: Office Procedures</i>			
Curriculum: BTEC 1060 Office Procedures		\$0.40	
Textbook: Fulton-Calkins, Patsy. The Administrative Professional: Technology & Procedures. 13th ed. South-Western Educational Pub., 2007 ISBN: 0-5387-2948-1		\$92.00	\$66.25
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1122: Operating System Fundamentals Windows 7</i>			
Curriculum: BTEC 1122 Operating Systems Fundamentals Windows 7		\$0.35	

Textbook: Marshall II, Greg P. and Dan Marshall-Campbell. Welcome to Windows 7. Labyrinth Learning, 2010. ISBN: 1-5913-6292-0		\$31.60	\$22.75
Material: USB Backup Media (2 GB Minimum)		\$9.99	
ACCT 1420: Payroll I			
Curriculum: ACCT 1420 Payroll I		\$0.35	
Textbook: Haddock, M. and Sherry Cohen. Payroll Records and Procedures. 5th ed. McGraw-Hill/Irwin, 2005 ISBN: 0-0729-8243-8		\$131.00	\$94.35
Workbook: Haddock, M., and Sherry Cohen. Practice Set to Accompany Payroll Records And Procedures. 5th ed. McGraw-Hill/Companies, 2005 ISBN: 0-0729-8245-4		\$36.00	\$25.95
Material: Calculator		\$4.00	
Material: Eraser		\$0.50	
Material: Pencil		\$0.20	
BTEC 1430: Project Management Applications (MS Project 2010)			
Other: No Information Available			
ACCT 1500: Purchasing Practices I			
Curriculum: ACCT 1500 Purchasing Practices I		\$0.40	
Textbook: Sabri, Ehap H., Arun P. Gupta and Michael A. Beitler. Purchase Order Management Best Practices: Process, Technology, and Change Management. J. Ross Publishing, 2006. ISBN: 1-9321-5963-0		\$64.95	\$46.80
Material: USB Backup Media (2 GB Minimum)		\$9.99	
BTEC 1041: Records Management			
Curriculum: BTEC 1041 Records Management		\$0.30	
Textbook: Practice Filing Kit: West, Debbie. Records Management Practice Filing Kit Package (Filing Documents and CD). Paradigm Publishing, 2009		\$54.30	\$39.10
Textbook: West, Debbie. Records Management. Paradigm, 2002 ISBN: 0-7638-1428-8	X	\$75.60	\$54.45
Material: USB Drive		\$9.99	
BTEC 1310: Small Business Management I			
Curriculum: BTEC 1310 Small Business Management I		\$0.40	
Textbook: Longenecker, Justin G., Carlos W. Moore, J. William Petty, and Leslie E. Palich. Small Business Management: An Entrepreneurial Emphasis. 13th ed. South-Western College, 2006 ISBN: 0-3242-2612-8		\$110.95	\$79.90
Material: USB Backup Media (2 GB Minimum)		\$9.99	
BTEC 1320: Small Business Management II			
Curriculum: BTEC 1320 Small Business Management II		\$0.45	
Textbook: Longenecker, Justin G., Carlos W. Moore, J. William Petty, and Leslie E. Palich. Small Business Management: An Entrepreneurial Emphasis. 13th ed. South-Western College, 2006 ISBN: 0-3242-2612-8		\$110.95	\$79.90
Material: USB Backup Media (2 GB Minimum)		\$9.99	
BTEC 1330: Small Business Management III			
Curriculum: BTEC 1330 Small Business Management III		\$0.35	
Textbook: Osteryoung, Jerome S. and Denslow, Diane L. So You Need to Write a Business Plan. 1st ed. South-Western College Pub, 2002. ISBN: 0-0303-1533-6		\$55.00	\$39.60
Material: USB Backup Media (2 GB Minimum)		\$9.99	
BTEC 1340: Small Business Marketing			

Textbook: BTEC 1340 Small Business Marketing		\$0.30	
Textbook: Jantsch, John. Duct Tape Marketing: The World's Most Practical Small Business Marketing Guide. Thomas Nelson, 2007 ISBN: 0-7852-2100-X		\$24.99	\$18.00
Material: USB Drive		\$9.99	
<i>BTEC 1141: Spreadsheet Applications I (MS Excel 2007)</i>			
Curriculum: BTEC 1141 Spreadsheet Applications I (MS Excel)		\$0.70	
Textbook: Microsoft Official Academic Course, Microsoft Office Excel 2007, Exam 77-602 with WileyPLUS Premium and Certiprep, 1st ed. Wiley Publishing, 2007. ISBN: 0-4704-6355-0		\$173.00	\$124.60
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1142: Spreadsheet Applications I (MS Excel 2010)</i>			
Curriculum: BTEC 1142 Spreadsheet Applications I (MS Excel 2010)		\$0.50	
Textbook: Microsoft Official Academic Course. Microsoft Office Excel 2010 Exam 77-882. Wiley Publishing, 2010 w/MOS PrcTstRC MOSExmRdmpCodRC Se		\$181.00	\$130.35
Material: USB Drive		\$9.99	
<i>BTEC 2141: Spreadsheet Applications II (MS Excel 2007)</i>			
Curriculum: BTEC 2141 Spreadsheet Application II (MS Excel)		\$0.60	
Textbook: Microsoft Official Academic Course, Microsoft Office Excel 2007, Exam 77-602 with WileyPLUS Premium and Certiprep, 1st ed. Wiley Publishing, 2007. ISBN: 0-4704-6355-0		\$173.00	\$124.60
Material: USB Drive		\$9.99	
<i>BTEC 2142: Spreadsheet Applications II (MS Excel 2010)</i>			
Curriculum: BTEC 2142 Spreadsheet Applications II (MS Excel 2010)		\$0.45	
Textbook: Microsoft Official Academic Course. Microsoft Office Excel 2010 Exam 77-882. Wiley Publishing, 2010 w/MOS PrcTstRC MOSExmRdmpCodRC Se		\$181.00	\$130.35
Material: USB Drive		\$9.99	
<i>BTEC 1580: Technical Writing Introduction</i>			
Curriculum: BTEC 1580 Technical Writing Introduction		\$0.35	
Textbook: Pfeiffer, William S. and Kaye E. Adkins. Technical Communication Fundamentals. Prentice Hall, 2011 ISBN: 0-1323-7457-9			\$52.50
Material: USB Drive		\$9.99	
<i>WGDC 2100: Web Design Fundamentals: HTML</i>			
Curriculum: WGDC 2100 Web Design Fundamentals: HTML		\$0.35	
Textbook: Morris, Terry and Terry Felke-Morris. Basics of Web Design: HTML5 and CSS3. Pap/Psc ed. Addison Wesley, 2011 ISBN: 0-1370-0338-2		\$79.00	\$56.90
Material: USB Drive		\$9.99	
<i>BTEC 1070: Web Site Usability and Testing</i>			
Curriculum: BTEC 1070 Web Site Usability and Testing		\$0.30	
Textbook: Pearrow, Mark. Web Usability Handbook. 2nd ed. Charles River Media, 2007 ISBN: 1-5845-0469-2		\$51.00	\$36.75
Material: USB Drive		\$9.99	
<i>BTEC 1131: Word Processing Applications I (MS Word 2007)</i>			
Curriculum: BTEC 1131 Word Processing Applications I (MS Word)		\$0.80	
Textbook: Microsoft Official Academic Course, Microsoft Office Word 2007, Exam 77-601 with WileyPLUS, 1st ed. Wiley Publishing, 2007. ISBN: 0-4704-6349-9		\$173.00	\$124.60
Material: USB Backup Media (2 GB Minimum)		\$9.99	

<i>BTEC 1132: Word Processing Applications I (MS Word 2010)</i>			
Curriculum: BTEC 1132 Word Processing Applications I (MS Word 2010)		\$0.55	
Textbook: Microsoft Official Academic Course. Microsoft Word 2010 with MOS Practice Test and Exam Redemption Code: Exam 77-881. Wiley Publishing, 2011. ISBN: 1-1181-9751-8		\$185.00	\$133.20
Material: USB Drive		\$9.99	
<i>BTEC 2131: Word Processing Applications II (MS Word 2007)</i>			
Curriculum: BTEC 2131 Word Processing Applications II (MS Word)		\$0.70	
Textbook: Microsoft Official Academic Course, Microsoft Office Word 2007, Exam 77-601 with WileyPLUS, 1st ed. Wiley Publishing, 2007. ISBN: 0-4704-6349-9		\$173.00	\$124.60
Material: USB Drive		\$9.99	
<i>BTEC 2132: Word Processing Applications II (MS Word 2010)</i>			
Other: No Information Available			
<i>WKSK 1400B: Workplace Relations - Blended</i>			
Curriculum: WKSK 1400B Workplace Relations - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50