



# Davis Applied Technology College

A UCAT Campus  
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## 2012 Financial Administration

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 1330: Accounting I</i>			
Curriculum: ACCT 1330 Accounting I		\$0.40	
Textbook: Weygandt, Jerry J. Accounting Principles (Binder Ready Version). 10th ed. Wiley, 2010 ISBN: 1-1180-0929-0		\$161.00	\$115.95
Material: Binder: 3-Ring Binder, 2" Thick		\$8.00	\$23.30
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>ACCT 1340: Accounting II</i>			
Curriculum: ACCT 1340 Accounting II		\$0.50	
Textbook: Weygandt, Jerry J. Accounting Principles (Binder Ready Version). 10th ed. Wiley, 2010 ISBN: 1-1180-0929-0		\$161.00	\$115.95
Material: Binder: 3-Ring Binder, 2" Thick		\$8.00	\$23.30
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<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 1470: Accounts Payable with QuickBooks</i>			
Curriculum: ACCT 1470 Accounts Payable with QuickBooks		\$0.30	
Textbook: Accounts Payable with QuickBooks Study Guide developed by the DATC Entrepreneurial Institute		\$26.50	
Textbook: Capachietti, Leslie. QuickBooks 2011 The Official Guide. McGraw-Hill Osborne Media, 2010 ISBN: 0-0717-4859-8		\$25.00	\$18.00
Material: USB Drive		\$9.99	
<i>ACCT 1450: Accounts Receivable with QuickBooks</i>			
Curriculum: ACCT 1450 Accounts Receivable with QuickBooks		\$0.30	

Textbook: Accounts Receivable with QuickBooks Study Guide developed by the DATC Entrepreneurial Institute		\$23.90	
Textbook: Capachietti, Leslie. QuickBooks 2011 The Official Guide. McGraw-Hill Osborne Media, 2010 ISBN: 0-0717-4859-8		\$25.00	\$18.00
Material: USB Drive		\$9.99	
<b><i>BTEC 1530: Business Communications</i></b>			
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
<b><i>BTEC 1510: Business English</i></b>			
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	
<b><i>BTEC 1540: Business Law and Ethics</i></b>			
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	
<b><i>BTEC 1550: Business Leadership</i></b>			
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	
<b><i>BTEC 1110: Computer Literacy</i></b>			
Curriculum: BTEC 1110 Computer Literacy		\$1.10	
Textbook: Fehl, Alec, Judy Mardar, Sandra Rittman, Russel Stolins, and Pamela R. Toliver. Microsoft Office 2010: Essentials with 180-day Software Trial and eLab License Key. Labyrinth Learning, 2011. ISBN: 1-5913-6390-X		\$115.55	\$83.20
Material: Headphones		\$3.99	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<b><i>ACCT 1300: Core Concepts of Accounting</i></b>			
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	
<b><i>ACCT 1410: Creating Financial Reports with QuickBooks</i></b>			
Curriculum: ACCT 1410 Creating Financial Reports with QuickBooks		\$0.50	
Textbook: Capachietti, Leslie. QuickBooks 2011 The Official Guide. McGraw-Hill Osborne Media, 2010 ISBN: 0-0717-4859-8		\$25.00	\$18.00
Material: USB Backup Media (2 GB Minimum)		\$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 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 1180: Email Client (MS Outlook)</i>			
Other: No Information Available			
<i>BTEC 1170: Internet Applications</i>			
Curriculum: BTEC 1170 Internet Applications		\$0.50	
Textbook: Shelly, Gary B., Thomas J. Cashman, H. Albert Napier and Philip J. Judd. Discovering the Internet: Complete Concepts and Techniques. 23rd ed. Course Technology, 2009. ISBN: 1-4390-7967-6		\$78.70	\$56.70
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 1500: Job Seeking Skills</i>			
Curriculum: WWSK 1500 Job Seeking Skills		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggestt. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50
<i>ACCT 1420: Payroll I</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	
<i>ACCT 1500: Purchasing Practices I</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	
<i>ACCT 1311: QuickBooks for the Non-Accountant</i>			
Curriculum: ACCT 1311 QuickBooks for the Non-Accountant (QuickBooks 2011)		\$0.85	
Textbook: Villani, Kathleen and James B. Rosa. Computerized Accounting with QuickBooks 2011. Paradigm Publishing, 2011 ISBN: 0-7638-4396-2		\$128.95	\$92.85
Material: Headphones		\$3.99	
Material: USB Drive		\$9.99	
<i>BTEC 1041: Records Management</i>			
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	
<i>BTEC 1310: Small Business Management I</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	
<i>BTEC 1320: Small Business Management II</i>			
Curriculum: BTEC 1320 Small Business Management II		\$0.45	

Textbook: Longenecker, Justin G., Carlos W. Moore, J. William Petty, and Leslie E. Palich. <i>Small Business Management: An Entrepreneurial Emphasis</i> . 13th ed. South-Western College, 2006 ISBN: 0-3242-2612-8		\$110.95	\$79.90
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>BTEC 1330: Small Business Management III</i>			
Curriculum: BTEC 1330 Small Business Management III		\$0.35	
Textbook: Osteryoung, Jerome S. and Denslow, Diane L. <i>So You Need to Write a Business Plan</i> . 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	
<i>BTEC 1340: Small Business Marketing</i>			
Textbook: BTEC 1340 Small Business Marketing		\$0.30	
Textbook: Jantsch, John. <i>Duct Tape Marketing: The World's Most Practical Small Business Marketing Guide</i> . 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 1590: Technical Writing</i>			
Curriculum: BTEC 1590 Technical Writing		\$0.40	
Textbook: Markel, Mike. <i>Technical Communication</i> . 9th ed. Bedford/St. Martin's, 2009. ISBN: 0-3124-8597-2		\$162.67	\$117.15
Material: USB Drive		\$9.99	
<i>ACCT 1400: Understanding Financial Statements</i>			
Curriculum: ACCT 1400 Understanding Financial Statements		\$0.25	
Textbook: Fraser, Lyn M. and Aileen Ormiston. <i>Understanding Financial Statements</i> . 10th ed. Pearson Prentice Hall, 2013. ISBN: 0-1326-5506-3		\$109.00	\$78.50
Material: USB Backup Media (2 GB Minimum)		\$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>WKSJ 1400: Workplace Relations</i>			
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
Textbook: WKSJ 1400 Workplace Relations		\$0.00	