

BUSINESS BOOKKEEPING AND ACCOUNTING



2021-2022 TEXTBOOKS

	COURSE#	COURSE NAME	TEXTBOOK TITLE	EDITION	PUBLISHER	ISBN
✓ TEXTBOOKS (REQUIRED)	BAT130	Word Processing	Benchmark Microsoft Word 365/2019 edition Levels 1&2 Print book with Cirrus		EMC Paradigm	978-0-763-88803-9
	BAT117	Intro to Accounting and Accounting Software	Accounting Basics: An Introduction for Non-Accounting Majors		Labyrinth Learning	978-1-591-36692-8
			QuickBooks Desktop 2020: Comprehensive		Labyrinth Learning	978-1-640-61209-9
	BAT200	Business Law	Business Law Today (Textbook) Or Business Law Today (eBook)	11th	Cengage	978-1-305-57479-3 978-1-305-85653-0
	BAT140	Document Processing	GDP/11e Online Software Registration Card		McGraw Hill	978-0-077-31944-1
	BAT172	Spreadsheet Management	Cirrus for Benchmark Series - Microsoft Excel 365 - 2019 Edition - Levels 1 & 2 - Access code card		EMC Paradigm	978-0-763-88789-6
	BAT189	Human Relations	No Textbook Required			
	BAT122	Business Communications	No Textbook Required			
	BAT212	Professional Skills and Ethics	No Textbook Required			
	BAT215	Database Management	Benchmark Microsoft Access 365/2019 edition Levels 1&2 Print book with Cirrus		EMC Paradigm	978-0-763-88809-1
	BAT220	Intro to Business & Office Management	Textbook Provided			
	BAT252	Payroll Accounting	Payroll Accounting: A Practical Real-World Approach	8th	Labyrinth Learning	978-1-640-61284-6

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	BAT265	Advanced Accounting Software	QuickBooks Desktop 2020: Comprehensive		Labyrinth Learning	978-1-640-61209-9
✓ TOOLS						
✓ SUPPLIES						

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