

## Potomac College - 2010 Session 3 - Book List

If you have questions please call the Potomac College Library - 202-274-2331 or Student Services - 202-274-1001 Email: library@potomac.edu

Course Number	Course Title	Title	Ed	Year	Pub	Publisher	Authors	Required	E-Book Available?	Course Number
	Required for all classes	Publication Manual of the American Psychological Association	5th	2001	©	American Psychological Association	American Psychological Association Paul D. Kimmel (Univ. of Wisconsin-Milwaukee); Jerry J. Weygandt (Univ. of Wisconsin, Madison); Donald E. Kieso (Northern Illinois Univ.) Cruz, Deschamps, Niswander. Spiceland, Sepe, Nelson, Tomassini	Required		
ACCT 101	Accounting I	Accounting: Tools for Business Decision Making,	3rd	©2009	Wiley			Required		Yes ACCT 101
ACCT 203	Federal Taxes	Fundamentals of Taxation, 2010	2010	2010	McGraw-Hill/Higher Education			Required		No ACCT 203
ACCT 306/307	Intermediate Accounting II	Intermediate Accounting 2008	5th	©2009	McGraw-Hill			Required		No ACCT 306/307
ACCT 315/316	Non-Profit Accounting	Essentials of Accounting for Governmental and Not-for-Profit Organizations	9th	©2008	McGraw-Hill/Irwin		Copley, Paul	Required		Yes ACCT 315/316
ARTS 138	Contemporary American Film	Understanding Movies.	11th	2008	Pearson/Prentice Hall		Giannetti, L.	Required		No ARTS 138
BUSN 110	Foundations of Business	Contemporary Business. 2010 Update	update	2010	Wiley		Kurtz, David L.	Required		No BUSN 110
BUSN 120	Business Law	Business Law with UCC Applications.	12th	2009	McGraw-Hill/Irwin		Brown, G.; Sukys, P.	Required		Yes BUSN 120
BUSN 201	Human Relations	Human Relations in Organizations: Applications and Skill Building.	7th	2006	McGraw-Hill/Irwin		Lussier, R.	Required		Yes BUSN 201
BUSN 210/MATH 210	Business Math	Practical Business Math Procedures	9th	2008	McGraw-Hill/Irwin		Slater, Jeffery	Required		BUSN 210/MATH No 210
BUSN 210/MATH 210	Business Math	Excel Workbook for use with Practical Business Math Procedures	9th	2008	McGraw-Hill/Irwin		Slater, Jeffery	Required		BUSN 210/MATH No 210
BUSN 220	Small Business Management	Entrepreneurship. (With CD-ROM)	4th	©2007	Pearson/Prentice Hall		Lambing, Peggy A.; Kuehl, Charles R.	Required		No BUSN 220
BUSN 240	Business Ethics	An Introduction to Business Ethics.	3rd	©2009	McGraw-Hill		DesJardins, J.	Required		Yes BUSN 240
BUSN 310	Export Procedures & Practices	Export-Import Theory, Practice and Procedures	2nd	2008	Routledge		Seyoum, Belay; Nelso, Paul; Pearson, Judy; and Titsworth, Scott	Required		No BUSN 310
COMM 101	Public Speaking	I Speak : public speaking for contemporary life Discovering Computers 2010: Living in a Digital World - Complete	ed.	2010	McGraw-Hill			Required		Yes COMM 101
COMP 120	Introduction to Computer Science	Discovering Computers 2010: Living in a Digital World - Complete	1st	2010	Cengage/Course Technology		Shelly, G; Cashman, T; Vermaat, M.	Required		Yes COMP 120
COMP 140	Introduction to Data Communication & Networking	Networking Basics	2nd	©2004	Cengage/Course Technology.		Ciampa, Mark D.	Required		No COMP 140
COMP 215	Security Administration I	Principles of Information Security	3rd	©2009	Cengage/Course Technology.		Whitman, Michael; Mattord, Herbert	Required		No COMP 215
ENGL 101	English Composition I	College Writing Skills with Readings	7th	2007	McGraw-Hill		Langan, J.	Required		Yes ENGL 101
ENGL 102	English Composition II	College Writing Skills with Readings	7th	2007	McGraw-Hill		Langan, J.	Required		Yes ENGL 102
GNED 101	General Education Foundation	Wong Essential Study Skills plus Successspace Web Bocketlet for Packages	6th	2008	Cengage/Wadsworth		Linda Wong	Required		No GNED 101
GNED 105	Mastering the Art of Career Planning	Strategies for Getting and Keeping the Job You Want	2nd	©2003	McGraw Hill		Sharon K. Ferrett	Required		No GNED 105
GNED 110	Learning Educational Skills for Online	Succeeding in College: Study Skills and Strategies	2nd	2002	Pearson/Prentice Hall		Jean Reynolds	Required		No GNED 110
HLTH 303/304	Health Programs	Management Information Systems: Managing the Digital Firm. (with CD)	11th	©2010	Pearson/Prentice Hall		Laudon, Ken; Laudon, Jane	Required		Yes HLTH 303/304
MATH 100	Fundamentals of Math	Prealgebra	5th	2008	Pearson/Addison-Wesley		Bittinger, M.	Required		No MATH 100
MATH 110	College Algebra	Introductory Algebra	10th	2007	Pearson/Addison-Wesley		Bittinger, M.	Required		Yes MATH 110
MCAP 303/304	Organization and Technology of Information Systems	Management Information Systems: Managing the Digital Firm. (with CD)	11th	©2010	Pearson/Prentice Hall		Laudon, Ken; Laudon, Jane	Required		Yes MCAP 303/304
MGMT 217	Organizational Diversity	Understanding and Managing Diversity	4th	©2009	Pearson/Prentice Hall		Harvey, Carol; Allard, M. June	Required		No MGMT 217
MGMT 218	International Economics	International Economics	14th	©2009	McGraw-Hill/Irwin		Pugel, Thomas A.	Required		Yes MGMT 218
MGMT 305/306	Organizational Communications	Communicating at Work: Principles and Practices for Businesses and Professionals	10th	©2010	McGraw-Hill		Adler, R.; Elmhurst, J.	Required		No MGMT 305/306
MGMT 315/316	Managerial Accounting and Financial Analysis	Financial Managerial Accounting.	8th	2007	Houghton Mifflin		Needles, B. Burt, David.N.; Petcavage, Sheila D., Pinkerton, Richard L.	Required		No MGMT 315/316
MGMT 330	Purchasing & Materials Management	Supply Management	8th	2010	McGraw-Hill/Irwin			Required		No MGMT 330

MGMT 332	Cost & Price Analysis Operations and Project Management	Guide to contract pricing : cost and price analysis for contractors, subcontractors, and government agencies	5th	2009	Management Concepts	Murphy, John Edward	Required	No MGMT 332
MGMT 427/428	Operations and Project Management	Project Planning, Scheduling, & Control	4th	©2006	McGraw Hill	Lewis, J.		No MGMT 427/428
MGMT 427/428	Operations and Project Management	Microsoft Office Project 2003: Step by Step. (with CD) Strategic Management and Business Policy : achieving sustainability		2003	Microsoft Press	Chatfield, C.; et. al.	Required	No MGMT 427/428
MGMT 435/436	Strategic Management and Planning	Systems Analysis and Design.	12th	©2010	Pearson/Prentice Hall	Wheelen, Thomas; Hunger, David	Required	Yes MGMT 435/436
MICS 341/342	Systems Analysis and Design	Database Processing: Fundamentals, Design, and Implementation	7th	©2008	Pearson/Prentice Hall	Kendall, Keneth; Kendall, Julie	Required	Yes MICS 341/342
MICS 461/462	Database Management Systems	Psychology and Your Life	11th	©2009	Pearson/Prentice Hall	Kronke, David; Auer, David	Required	Yes MICS 461/462
PSYC 201	Principles of Psychology	Focus on Health	1st	2010	McGraw-Hill	Feldman, Robert S.	Required	No PSYC 201
SCIE 107	Health Science	Sociology: The Core	9th	©2009	McGraw-Hill	Hahn, D.; Payne, W.; Lucas, E.	Required	Yes SCIE 107
SOCI 201	Introduction to Sociology		9th	2009	McGraw-Hill	Hughes, M.; Kroehler, C.	Required	Yes SOCI 201