

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## PROGRAM TITLE: BUSINESS INFORMATION

### BOOK AND TOOL LIST

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through [www.efollett.com](http://www.efollett.com) or the bookstore's web site at [www.isu.edu/bookstor](http://www.isu.edu/bookstor). Payments may be made with cash, check, VISA, MasterCard, American Express, or Discover. A shipping charge will be added for mail orders. See the bookstore's web site for more information on purchasing or reserving books or for refund policy information. **Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.  
Additional book costs will vary depending on the courses taken to fulfill  
general education requirements for the AAS degree.  
For a breakdown of books by individual class requirements, you must check your course curriculum.**

**NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION**

#### I. BOOKS AND SUPPLIES (LISTED BY COURSE)

DESCRIPTION	APPROXIMATE PRICE	
<b>BI 110 INTRODUCTION TO BUSINESS INFORMATION</b>		
GREGG QUICK FILING PRACTICE	0073222882	51.00
<b>BI 115 PRACTICUM</b> No textbook required		
<b>BI 118 BUSINESS COMMUNICATIONS I</b>		
BUSINESS ENGLISH	0324366068	128.00
GREGG REFERENCE MANUAL	0072936537	58.00
GREGG REFERENCE MANUAL (Worksheets)	0072936544	18.00
MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY (Optional)	0-87779-809-5	(27.00)
COURSEPACK FOR BI 118 (Transparencies)		0.00
<b>BI 119 BUSINESS COMMUNICATIONS II</b>		
ESSENTIALS OF BUSINESS COMMUNICATION	0324313925	128.00
<b>BI 120 CONCEPTS OF ACCOUNTING</b>		
COLLEGE ACCOUNTING	0073229386	92.00
COLLEGE ACCOUNTING STUDY GUIDE	0073203485	58.00
HOME TEAM ADVANTAGE: SOLE PROPRIETORSHIP	0073196855	57.00
<b>BI 121 DIGITAL INPUT AND TRANSCRIPTION</b>		
MACHINE TRANSCRIPTION & DICTATION (W/ CD)	0538438605	90.00

<b>BI 123 APPLIED BUSINESS MATHEMATICS</b>		
PRACTICAL BUSINESS MATH	0073278551	22.00
MATH FOR BUSINESS & LIFE	0971680968	94.00
<b>BI 140 KEYBOARD SKILL DEVELOPMENT</b>		
CORTEZ PETERS' CHAMPION KEYBOARDING DRILLS	0072936254	48.00
CORTEZ PETERS' CHAMPION KEYBOARDING DRILLS (USER GDE W/CD)	0073011530	42.00
<b>BI 141 KEYBOARDING</b>		
COLLEGE KEYBOARDING (KIT: LESSONS 1-20)	0073138497	71.00
<b>BI 144 DOCUMENT PROCESSING</b>		
GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING	0077260569	145.00
GREGG COLLEGE KEYBOARDING	0073368375	37.00
<b>BI 151 OFFICE PROCEDURES AND INTERPERSONAL SKILLS</b>		
ADMINISTRATIVE OFFICE MANAGEMENT	0131245105	88.00
<b>BI 154 ADMINISTRATIVE MANAGEMENT</b>		
ADMINISTRATIVE OFFICE MGMT: COMPLETE	0538438575	120.00
<b>BI 170 INTRODUCTION TO COMPUTERS</b>		
GO WITH MICROSOFT OFFICE 2007 + MYITLAB	0132426169	120.00
<b>BI 173 SPREADSHEETS</b>		
MICROSOFT OFFICE EXCEL 2003	1418843601	67.00
<b>BI 174 RECORDS AND DATABASE MANAGEMENT</b>		
MICROSOFT ACCESS 2003	1418843632	67.00
GREGG QUICK FILING PRACTICE	0732222882	42.00
<b>MANT 240 LEGAL ENVIRONMENTS</b>		
LEGAL ENVIRONMENT OF BUSINESS	0130348319	133.00
<b>TGE 158 EMPLOYMENT STRATEGIES</b>		
100 JOB SEARCH SUCCESS	1418016319	26.00
<b>WDM 176 DESKTOP PUBLISHING AND MULTIMEDIA</b>		
ADOBE INDESIGN CS2 REVEALED (W/CD)	1428319608	65.00
ROBIN WILLIAMS DESIGN WORKSHOP	0321441768	45.00

**II. SUPPLIES & OTHER EXPENSES**

DESCRIPTION	APPROXIMATE PRICE
Disks, computer, 3.5" HD, IBM formatted per semester, 1 box of 10 or Jump Drive (recommended)	20.00
Notebooks	20.00
Pencils, 1 box	3.00
Pens, 3 pkgs	4.00
Graduation Application fee for first degree Certificate/Degree	20.00
Optional fee for each additional Certificate/Degree	(10.00)
<b>APPROXIMATE TOTAL SUPPLIES &amp; OTHER EXPENSES</b>	<b>\$67.00</b>

**APPROXIMATE TOTALS FOR BOOKS & EXPENSES ONLY- CERTIFICATE OPTIONS**

<b>ACCOUNTING TECHNOLOGY</b>	<b>\$1,367.00</b>
<b>ADMINISTRATIVE TECHNOLOGY</b>	<b>\$1,661.00</b>
<b>BUSINESS INFORMATION TECHNOLOGY</b>	<b>\$712.00</b>

**APPROXIMATE TOTALS FOR BOOKS & EXPENSES ONLY- AAS DEGREE OPTIONS**  
 (See statement below for additional expenses)

<b>ACCOUNTING TECHNOLOGY</b>	<b>\$1,500.00</b>
<b>ADMINISTRATIVE MANAGEMENT TECHNOLOGY</b>	<b>\$1,794.00</b>

**ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:**  
**TEXTBOOKS ASSOCIATED WITH ACADEMIC AND ELECTIVE COURSES,**  
 TRANSPORTATION, PARKING, CHILD CARE, HOUSING.  
**YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY INSTRUCTOR.**