



TIMMINS CAMPUS BOOKLIST
OFFICE ADMINISTRATION I - GENERAL (B011_01)
FALL 2018

Please Note: Do not write in your books until you have checked with your professors to make sure that these are the books required. Some professors may require additional books.

| COURSE | COURSE CODE | TITLE | ISBN # | PRICE |
|---|-------------|--|---------------|--------------------|
| Introduction to Financial Accounting (BCA101) | AC1034 | Fundamental Accounting Principles with Connect Access Card, Vol. 1 (15th Edition) 2016 | 9781259259807 | \$ 148.75 |
| | | Fundamental Accounting Principles Working Papers (15th Edition) 2016 | 9781259108129 | 39.50 |
| Communications 1 | CM1903 | Business Communication Essentials, Fourth Canadian Edition Plus NEW MyBCommLab with Pearson eText -- Access Card Package | 9780133948219 | 105.25 |
| | | NEW MyBCommLab with Pearson eText -- Standalone Access Card -- for Business Communication Essentials, Fourth Canadian Edition | 9780133918366 | 82.00 |
| Issues in Environmental Sustainability | EV7003 | Environment: The Science Behind the Stories, Plus Mastering Environmetnal Science with e-Text Access Card Package 3rd Edition 2016 | 978134378909 | 169.50 |
| Comp. App. for Bus. & Technology | IN1093 | Microsoft Office 365 + Office 2016: Introductory | 9781305870017 | 175.75 |
| Business Math (BCO101) | MA1024 | Contemporary Business Mathematics with Canadian Application, 11th Edition | 9780134141084 | 198.75 |
| | | Texas Instruments BAII Plus Financial Calculator | N/A | 54.99 |
| Office Procedures | OF1023 | Administrative Professional Procedures and Skills, 3rd Ed. (W/MindTap/Access Code) | 9780176791759 | 159.75 |
| Word Processing and Keyboarding I | OF1005 | Keyboarding & Word Processing Etc. (W/Access)20th Edition | 9781337373067 | 165.25 |
| | | | TOTAL | \$ 1,299.49 |

- The booklist does not necessarily include all texts and edition or ISBN # may have changed.
- Prices are subject to change
- HST not included in price