



**TIMMINS CAMPUS BOOKLIST
OFFICE ADMINISTRATION GENERAL (B011_02)
WINTER 2019**

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 Human Resources	BU1103	Canadian Human Resources Management - A Strategic Approach 11th Edition	9781259066665	185.25
Intro. to Business Concepts (BCG101)	BU1363	Essentials of Contemporary Management 5th Ed. (no Connect card)	9781259088780	144.25
Communications II - Model A	CM2903	Business Communication Essentials, Fourth Canadian Edition Plus NEW MyBCommLab with Pearson eText -- Access Card Package Previously purchased	9780133948219	107.50
		NEW MyBCommLab with Pearson eText -- Standalone Access Card -- for Business Communication Essentials, Fourth Canadian Edition Previously purchased	9780133918366	83.75
Computer Applications II	IN2013	Microsoft Office 365 & Office 2016: 1st Ed. Intermediate	9781305870383	167.50
Introduction to Computerized Bookkeeping	IN2113	Sage 50 Premium Accounting 2017	9781553325123	51.75
Administrative Procedures	OF2003	Administrative Professional Procedures and Skills, 3rd Ed. (W/MindTap/Access Code) Previously purchased	9780176791759	163.00
Word Processing & Keyboarding II	OF2005	Keyboarding & Word Processing Etc. (W/Access)20th Edition Previously purchased	9781337373067	168.50
Placement	OF2044	No text required	9780176775582	0.00
			TOTAL	\$ 1,071.50

- The booklist does not necessarily include all texts and edition or ISBN # may have changed.
- Prices are subject to change and do not include HST.
- Total may vary depending if you choose the text or e-text version, if applicable.