



**TIMMINS CAMPUS BOOKLIST**  
**OFFICE ADMINISTRATION - EXECUTIVE (B012\_04)**  
**YEAR 2 - 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.**

<b>COURSE</b>	<b>COURSE CODE</b>	<b>TITLE</b>	<b>ISBN #</b>	<b>PRICE</b>
Business Law	BU4003	Contemporary Canadian Business Law, 11th Canadian Edition	9781259030765	180.50
Information Systems	IN6334	Principles of Information Systems 12th ed. (optional resource)	9781285867168	\$ 242.25
Business Document Processing II	OF2002	Machine Transcription and Dictation 6th ed. <b>Previously purchased</b>	9781111425466	\$ 179.75
Work Placement Preparedness & Simulation	OF3003	No text required		\$ -
Work Placement	OF4024	No text required		142.25
Abnormal Psychology	PS3033	Essentials of Abnormal Psychology (4th Canadian Edition)	9780134048703	0.00
			<b>TOTAL</b>	<b>\$ 744.75</b>

- **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.**