



## HAILEYBURY CAMPUS BOOKLIST

### Office Administration - (B025) Year 1

### FALL 2018, as of August 1, 2018

Course Code	Course Description	Title, Edition and Date	Author(s) / Editor (s)	ISBN	Price
AC1034	Introduction to Financial Accounting (BCA101)	Fundamental Accounting Principles, Vol 1, 15th Ed. -- (2015) <i>Also available: Optional Working Papers, ISBN 978-1259108129, Cost \$39.50, and Optional Connect w/Smartbook Subscription, ISBN 978-1259105739, Cost \$89.00</i>	Larson, Kermi and Tilly Jensen	978-1259087271	\$ 125.95
CM1903	Communications I - Model A	Business Communication Essentials Plus MyBComm Lab Access -- 4th Canadian edition. -- (2016) (Etext also available)	Boovee, Courtland L. ; John Thill and Jean A. Scribner	978-0133948219	\$ 105.25
		NEW MyBCommLab with Etext Access for Business Communication Essentials. -- 4th Canadian Ed. -- (2016) Etext Cost \$82.00	Boovee, Courtland L. ; John Thill and Jean A. Scribner	978-0133918366	\$ -
		<b>NOTE: Laptops will be required for CM1903. Please bring laptop to class.</b>			
EV7003	Issues in Environmental Sustainability	Environment: the science behind the stories. -- 3rd Canadian ed. --- (2016) With Mastering and Etext	Withgott, Jay H.; Scott R. Brennan, Barbara Murck	978-0134378909	\$ 169.50
IN1093	Computer Applications for Business	Microsoft Office 365 & Office 2016: Introductory. -- (2017)	Vermaat, Misty E.	978-1305870017	\$ 175.75
MA1024	Business Mathematics (BCO101)	TI BAII Plus Financial Calculator		33317071784	\$ 49.99
		Contemporary business mathematics w/Canadian Applications (w/Access Code). -- 11th ed. -- (2017) (Also available in Ebook Subscription)	Hummelbrunner, S.A.; Kelly Halliday and K. Suzanne Coombs	978-0134141084	\$ 198.75
		Contemporary business mathematics w/Canadian Applications (w/Access Code). -- 11th ed. -- (2017) Ebook Subscription Cost \$145.04	Hummelbrunner, S.A.; Kelly Halliday and K. Suzanne Coombs	978-0134563633	\$ -
OF1005	Word Processing & Keyboarding I	Keyboarding and Word Processing Essentials + Keyboarding in Sam 365 & 2016, Multi-term Access: Microsoft Word 2016 - Lessons 1-55 Spiral-bound. -- (2017)	Vanhus, Susie H. ... [et al]	978-1337373067	\$ 165.25
OF1023	Office Procedures I	Admin professional 3CE + Mindtap PAC 6 MTH. -- (2016)	Fulton-Calkins, Patsy and Diane Blaney	978-0176775582	\$ 167.25

**Approx. TOTAL before taxes: \$ 1,157.69**

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**NOTE:**

- 1) **Books can be ordered from the Bookstore on campus, or through their website: [www.foollett.com](http://www.foollett.com).** If you are having difficulty with your order, please contact the Bookstore by phone at: 705-672-3376 ext. 8826, or by email at: 3911mgr@fheg.foollett.com.
  - 2) **Prices are subject to change WITHOUT notice.** Some books can be purchased new or used, or rented for the term. **Payment options:** Credit Card (online/in-store), Cash/Debit (in-store), Money Orders (in-store), Certified Cheques (in-store).
  - 3) **Do not remove shrink wrap nor write in your books** (all texts must be in original condition) until you have confirmed with your professor that these are the books required. **No refunds on opened software.** Some professors may require additional books.
  - 4) Full refund up to 2 weeks after the start of semester; any later purchase(s) have a 2 day refund timeframe.
  - 5) **There are no longer OSAP book credits, nor free shipping, available.** Textbook and shipping costs must be paid by the student, through the Bookstore. Students sponsored through their band, or Second Career, may still request book credits.
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