

HAILEYBURY CAMPUS BOOKLIST OFFICE ADMIN. - (B025) Year 1 WINTER 2019

As of Dec. 18, 2018

Course Code	Course Description	Textbook Title. -- Ed. -- (Date)	Author	ISBN	Price
BU1103	Introduction to Human Resources (BCH101)	Canadian Human Resource Management – 11th Edition - McGraw-Hill Ryerson with iConnect. -- (2016)	Scwind, Uggerslev, Wagar, Fassina & Bulmash	978-1259087622	\$ 151.75
BU1363	Introduction to Business (BCG101)	Essentials of Contemporary Management with Connect with SmartBook COMBO -- 5th ed. -- (2016)	Jones, Gareth Jones with Jennifer George and Jane Haddad	978-1259256073	\$ 155.25
CM2903	Communications II (Model A)	Business Communication Essentials, Fourth Canadian Edition Plus NEW MyBCommLab with Pearson Text -- Access Card Package -- 4th Canadian edition. -- (2015) -- Carry over from fall semester: \$102.25	Boovee, Courtland L. ; John Thill and Jean A. Scribner	978-0133948219	\$ -
IN2013	Computer Applications II	Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Advanced. -- (2016)	Freund, Steven ... [et al.]	978-1305870406	\$ 167.50
IN2113	Introduction to Computerized Bookkeeping	Sage 50 Premium Accounting 2017: Level 1. -- (2017)	Tribes, George	978-1553325123	\$ 37.00
OF2003	Administrative Procedures	Admin professional 3CE + Mindtap PAC 6 MTH. -- (2016) Carry over from Fall Semester	Fulton-Calkins, Patsy and Diane Blaney	978-0176775582	\$ -
OF2005	Word Processing & Keyboarding II	Keyboarding and Word Processing Essentials + Keyboarding in Sam 365 & 2016, Multi-term Access: Microsoft Word 2016 - Lessons 1-55 Spiral-bound. -- (2017) Carry over from Fall Semester \$165.25	Vanhuss, Susie H. ... [et al]	978-1337373067	\$ -
OF2044	Placement	Business and Office Administration Placement manual, 2018-2019.			

Approx. total before taxes: \$ 204.50

NOTE:

- 1) **Books can be ordered from the Bookstore on campus, or through their website: 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@fhcg.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.