

**KIRKLAND LAKE CAMPUS BOOKLIST
(OFFICE ADMINISTRATION) - (B027) Year 1
FALL 2018**

Course Code	Course Description	Textbook Title. -- Edition. (Date)	Author (s) / Editor (s)	ISBN	Price
AC1034	Intro. To Financial Accounting	Fundamental Accounting Principles, Vol. 1, 15th Canadian Edition,	Larson, Jensen- McGraw-Hill	9781259087271	\$ 148.75
		OR Working Papers for Fundamental Accounting Principles, 15th Cdn Ed., Vol. 1 and /or Connect	Larson, Jensen- McGraw-Hill	9781259108129	\$ 39.50
CM1903	Communications I-Model A	Business Communication Essentials, 4th Canadian Edition Plus NEW MyBComm Lab with Pearson eText - Access Card Package 4/E, 2016,	Bovee, Thill, Scribner, - Pearson Education Canada,	9780133948219	\$ 105.25
		OR Option 2- MyBCommLab with etext - valuepack access card for Business Communication Essentials, 4/E,	Bovee, Thill, Scribner, - Pearson Education Canada,	9780133903966	\$ 82.00
EV7003	Issues in Environmental Sustainability	Environment: The Science Behind The Stories Plus Mastering Environmental Science with Pearson eText-Access Card package, 3rd Edition	Withgott, Jay, Matthew, Laposta, and Barbara Murck	9780134378909	\$ 169.50
IN1093	Computer Applications for Business & Tech.	Microsoft Office, 365 & Office, 2016 Introductory	N/A	9781305870017	\$ 132.00
MA1024	Business Math I	Contemporary Business Mathematics with Canadian Applications, 11th Edition	Hummelbrunner - Pearson	9780134141084	\$ 198.75
OF1005	Word Processing & Keyboarding I	Keyboarding & Word Processing ETC (W/Access), 20th Edition, 2017	Vanhuss	9781337373067	\$ 165.25
OF1023	Office Procedures I	Administrative Professional (w/Mindtap/Access), 3rd Edition,	Fulton-Calkins - Nelson	978176791759	\$ 159.75

NOTE:

- 1) **Books can be ordered from: www.foollett.com.** If you are having difficulty with your order, please contact the Bookstore by phone at: 705-235-7205 or by email at: 0924mgr@follett.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, Cash/Debit (during Orientation), Money Orders, Certified Cheques.
- 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. Full refund up to September 29th on original condition textbooks with a receipt; any later purchase(s) have a 14 days refund timeframe.
- 4) **There are no longer OSAP book credits.** Textbooks must be paid by the student, through the Bookstore. Students sponsored through their band, or Second Career, may still request book credits.