



KIRKLAND LAKE CAMPUS BOOKLIST OFFICE ADMINISTRATION - (B027) Year 1 WINTER 2019

Course Code	Course Description	Textbook Title. -- Ed. -- (Date)	Author	ISBN	Price
BU1103	Introduction to Human Resources	Canadian Human Resource Management (11th Ed.)	Scwind, Uggerslev, Wagar, Fassina & Bulmash - Publisher-McGraw-Hill-Ryerson	9781259087622	\$151.75
BU1363	Intro. To Business Concepts	Essentials of Contemporary Management with Connect/SmartBook COMBO, McGraw-Hill Education	Jones, George, Haddad	9781259088780	\$144.25
CM2903	Communications II - Model A	Business Communication Essentials, 4th Canadian Edition Plus NEW MyBComm Lab with Pearson eText - Access Card Package 4/E, 2016, (STUDENTS ALREADY HAVE)	Bovee, Thill, Scribner, - Pearson Education Canada,	9780133948219	NIL
		OR Option 2- MyBCommlab with etext - valuepack access card for Business Communication Essentials, 4/E, (STUDENTS ALREADY HAVE)	Bovee, Thill, Scribner, - Pearson Education Canada,	9780133903966	NIL
IN2013	Computer Applications II	Microsoft Office 365 2016, Advanced, 1st ed. Shelly Cashman Series	Vermaat - Publisher-Coute	9781305870406	\$167.50
IN2113	Introduction to Computerized Bookkeeping	Sage 50 Premium Accounting 2017 Level 1	CCI Learning	9781553325123	\$37.00
OF2044	Placement	No text required			NIL
OF2005	Word Processing & Keyboarding II	Keyboarding & Word Processing ETC (W/Access), 20th Edition, 2017 (STUDENTS ALREADY HAVE)	Vanhuss	9781337373067	NIL
OF2003	Administrative Procedures	Administrative Professional: Pro & Skills (W/Acess) (CAD), 3rd Edition (STUDENTS ALREADY HAVE)	Fulton-Calkins - Publisher-Nelson	9780176532062	NIL

NOTE:

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