

**CONTACT NORTH BOOKLIST  
(OFFICE ADMINISTRATION) - (B249) 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
		<b>OR</b> 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
		<b>OR</b> 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 2016 Introductory	N/A	N/A	\$ 175.75
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	9780176775582	\$ 159.75

**NOTE:**

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- 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.
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