



## HAILEYBURY CAMPUS BOOKLIST

### OFFICE ADMIN. EXECUTIVE - (B275) Year 2

### WINTER 2019

As of Dec. 18, 2018

Course Code	Course Description	Textbook Title. -- Ed. -- (Date)	Author	ISBN	Price
BU4003	Business Law (BCG204)	Contemporary Canadian Business Law. -- 11th ed.-- (2015)	Willes, John A and John H Willes	978-1259030765	\$ 164.95
IN6334	Information Systems	Principles of Information Systems.-- 13th ed. -- (2018)	Stair, Ralph and George Reynolds	978-1305971776	\$ 237.50
OF2002	Business Document Processing II	Machine Transcription & Dictation (w/CD) -- 6th ed. -- (2011) -- <b>(Carry over from last semester = \$176.00)</b>	Ballentine, Mitsy	978-1111425449	\$ -
OF3003	Work Placement Preparedness and Simulation	<b>No text required.</b>			\$ -
OF4024	Work Placement (one day per week)	Business and Office Administration Placement Manual 2018-2019			\$ -
SE6023	Conflict Management and Dispute Resolutions	Conflict Survival Kit: Tools for Resolving Conflict at Work. -- 2nd ed. -- (2012)	Griffith, Daniel G. and Cliff Goodwin	978-0132741057	\$ 110.25

**Approx. Total before taxes: \$ 512.70**

**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.