



**KIRKLAND LAKE CAMPUS BOOKLIST**  
**OFFICE ADMIN. EXECUTIVE - (B276) Year 2**  
**WINTER 2019**

Course Code	Course Description	Textbook Title. -- Ed. -- (Date)	Author	ISBN	Price
BU4003	Business Law	Contemporary Canadian Business Law, 11th Canadian Edition, McGrawHill Hardcopy with Student Version of Online Learning Center	Willes & Willes	9781259030765	\$164.95
OF2002	Business document Processing II	Machine Transcription & Dictation (W/CD), 6th Edition, 2012, ITP <b>(STUDENTS ALREADY HAVE)</b>	Ballentine	9781111425449	\$176.00
IN6334	Information Systems	Principles of Information Systems, 13th Edition, 2018	Stair, Ralph and George Reynolds	9781305971776	\$ 237.50
OF3003	Work Placement Preparedness & Simulation	No Text Required	N/A	N/A	NIL
OF4024	Work Placement	Business and Office Administration Placement Manual 2018-19	N/A	N/A	NIL
SE6023	Conflict Management & Dispute Resolution	Conflict Survival Kit, Tools for Resolving Conflict at Work, 2nd ed.	Griffith & Goodwin - Publisher-Pearson	9780132741057	\$108.00

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