

Business Administration Diploma Fall – September 2019 to December 2019

All students taking Business Administration are REQUIRED to purchase a Texas Instruments BA II Plus Calculator (Business Analyst) for Business Math. Success is not possible without it. Available in the Bookstore for \$37.99 + tax.

Business Administration Diploma Year 1							
COURSE: BUSD 1001 Business Communications I							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Business Communication: Building Critical Skills	6th Canadian Edition	McGraw-Hill Ryerson Ltd.	Braun, Locker, & Kaczmarek	9781259089091	\$88.95	\$4.45	\$93.40
COURSE: BUSD 1002 Microeconomics							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Principles of Microeconomics (Textbook & Connect)	9th Edition	McGraw-Hill	Sayre, Morris	9781259648953	\$129.95	\$6.50	\$136.45
COURSE: BUSD 1003 Business Math							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Mathematics of Business and Finance	3rd Edition	Vretta	Daisley, Kugathasan, Huysmans	9781927737217	\$135.00	\$6.75	\$141.75
COURSE: BUSD 1004 Introduction to Accounting							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Key Accounting Principles, Volume 1 with workbook	4th Edition	AME	Nevelle Joffe	9781926751306	\$135.00	\$6.75	\$141.75
COURSE: BUSD 1005 Business Communications II							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Business Communication: Building Critical Skills	6th Canadian Edition	McGraw-Hill Ryerson Ltd.	Braun, Locker, & Kaczmarek	Same textbook as BUSD 1001			
COURSE: BUSD 1006 Principles of Accounting							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Key Accounting Principles Volume 2	4th Edition	AME Learning	Neville Joffe	9781926751344	\$135.00	\$6.75	\$141.75

Textbooks can be returned within 14 days of purchase for full refund, you must have original receipt and refunds will be refunded to the original payment method. Any textbooks that are shrink wrapped must be still be in original shrink wrap. Textbooks must be in original condition for refund

Business Administration Year 1 Continued

COURSE: BUSD 1007 Business Computer Applications							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344			
Instance Access Codes are to be purchased directly through Nelson website. Instructions will be provided on the first day of class as codes are section specific							
COURSE: BUSD 1008 Macroeconomics							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Principles of Macroeconomics (Textbook & Connect)	9th	McGraw-Hill	Sayre, Morris	9781259648946	\$129.95	\$6.50	\$136.45
COURSE: BUSD 1009 Human Resource Management I							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Managing Human Resources	9th CDN	Nelson	Belcourt, Singh, Snell, Morris, Bohlander	9780176798055	\$129.95	\$6.50	\$136.45
COURSE: BUSD 1013 Introduction to Management							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
BUSN	3rd CDN	Nelson	M. Kelly, Chuck Williams, H.F. Mackenzie and Kim Snow	9780176823320	\$99.95	\$5.00	\$104.95
COURSE: BUSD 1014 Introduction to Finance							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Personal Finance	7th CDN	McGraw Hill Education	Kapoor, J. , Dlabay, L., Hughes, R., Stevenson, L., Kerst, E., Ahmad, A., & Fortino, J.	9781260328080	\$99.00	\$4.95	\$103.95
COURSE: BUSD 1380 Organizational Behaviour							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Open Textbook (Online): https://open.lib.umn.edu/organizationalbehavior/part/chapter-1-organizational-behavior/							

Business Administration Diploma - Year 2 - Accounting

COURSE: BUSD 2001 Intermediate Accounting I

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Intermediate Accounting Vol 1 with Connect Combo	7th	McGraw Hill	Beechy	9781260306743	\$119.95	\$6.00	\$125.95

COURSE: BUSD 2002 Cost Accounting I

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Cost Management: A Strategic Emphasis	8th	McGraw Hill	Blocher	9781260192209	\$149.95	\$7.50	\$157.45

COURSE: BUSD 2003 Computer Applications for Accounting

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Using Sage 50 Accounting 2018 Plus Student DVD	1st	Pearson Education	Mary Purbhoo	9780135221167	\$159.95	\$8.00	\$167.95

COURSE: BUSD 2006 Taxation

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Byrd & Chen's Canadian Tax Principles, 2019-2020 Edition, Volumes I and II with Study Guide and MyLab Accounting	1st	Pearson	Byrd, Chen	9780135762547	\$178.95	\$8.95	\$187.90

COURSE: BUSD 2030 Finance I

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Foundations of Financial Management w/Connect Access	11th Cdn Edition	McGraw-Hill	Block, Hirt & Short	978-1-25-926592-1	\$159.95	\$8.00	\$167.95

COURSE: BUSD 2620 Accounting Information Systems

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Accounting Information Systems	2nd	McGraw Hill	Richardson	9781260205831	\$179.95	\$9.00	\$188.95

COURSE: BUSD 3010 Business Law

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Canadian Business and the Law	7th edition	Nelson	Duplessis, Enman, O'Byrne, King	0176880542	\$129.95	\$6.50	\$136.45

Business Administration Diploma - Year 2 - Finance

COURSE: BUSD 1014 Introduction to Finance

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Personal Finance	7th CDN	McGraw Hill Education	Kapoor, J. , Dlabay, L., Hughes, R., Stevenson, L., Kerst, E., Ahmad, A., & Fortino, J.	9781260328080	\$99.00	\$4.95	\$103.95

COURSE: BUSD 2009 Leadership & Intercultural Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
The Art of Leadership	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781259847981	\$119.95	\$6.00	\$125.95

COURSE: BUSD 2031 Personal Financial Planning I

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Personal Finance	7th CDN	McGraw Hill Education	Kapoor, J. , Dlabay, L., Hughes, R., Stevenson, L., Kerst, E., Ahmad, A., & Fortino, J.	9781260328080	Same textbook as BUSD 1014		

COURSE: BUSD 2033 Risk Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Risk management principles and practices: ARM 54	3rd	The Institutes	Elliot, M.W.	9780894622090	Student to purchase online access as it is much cheaper considering the textbook has costs associated with customs. No physical textbooks to be ordered		

COURSE: BUSD 2036 Financial Services Selling & Ethics

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Sell	2nd CDN	Nelson Cengage	Ingram, T. N., LaForge, R. A., Avila, R. A., Schwepker, C. H., Williams, M. R., & Shannahan, K.	9780176530907	\$97.95	\$4.90	\$102.85

COURSE: BUSD 3010 Business Law

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Canadian Business and the Law	7th	Nelson	Duplessis, Enman, O'Byrne, King	9780176795085	\$129.95	\$6.50	\$136.45

Business Administration Diploma - Year 2 - Human Resources

COURSE: BUSD 1009 Human Resource Management I

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Managing Human Resources	9th CDN	Nelson	Belcourt, Singh, Snell, Morris, Bohlander	0176872434	\$129.95	\$6.50	\$136.45

COURSE: BUSD 2007 Recruitment and Selection

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Recruitment and Selection in Canada	7th	Nelson	Catano, V.M., Wiesner, W.H., & Hackett, R.D.	9780176764661	\$130.95	\$6.55	\$137.50

COURSE: BUSD 2008 Marketing Strategy

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
MyLab Marketing with Pearson eText Standalone Access Card for Think Marketing	3rd	Pearson Education	Tuckwell and Jaffey	9780134834344	\$75.00	\$3.75	\$78.75

COURSE: BUSD 2009 Leadership & Intercultural Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
The Art of Leadership	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781259847981	\$119.95	\$6.00	\$125.95

COURSE: BUSD 2011 Human Resource Management 2

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Managing Human Resources	9th CDN	Nelson	Belcourt, M., Singh, P., Snell, S.A., Morris, S.S., & Bohlander, G.W.	0176872434	Same textbook as BUSD 1009		

COURSE: BUSD 2012 Employee and Labour Relations

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Employment Law for Business and Human Resources Professionals: Alberta and British Columbia	3rd	Emond Montgomery Publications	Kelly Williams- Whitt, Michael Begg, Terence Harris, Kathr yn J. Filsinger	9781552396742	\$97.00	\$4.85	\$101.85

Business Administration Year 2 – Human Resources Continued

COURSE: BUSD 2013 Change Management							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Organizational Change: An Action-Oriented Toolkit	3rd	Sage	Cawsey, Deszca, and Ingols	9781483359304	\$128.95	\$6.45	\$135.40
COURSE: BUSD 2014 Compensation Management							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Compensation	5th CDN	McGraw-Hill	Milkovich, Newman, Gerhart, Yap	9781259086878	\$135.95	\$6.80	\$142.75
COURSE: BUSD 2015 Payroll							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
An Introduction to Canadian Payroll Administration	3rd	McGraw-Hill	Alan Dryden	9781260326789	\$99.95	\$5.00	\$104.95
COURSE: BUSD 2016 Negotiations							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Essentials of Negotiation	3rd CDN	McGraw-Hill	Lewicki, R., Barry, B., Saunders, D.M., & Tasa, K	9781259087639	\$99.95	\$5.00	\$104.95
COURSE: BUSD 2017 Training and Development							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Employee Training & Development	8th Edition	McGraw-Hill Education	Noe, R.A.	9781260565638	\$99.95	\$5.00	\$104.95

Business Administration Diploma - Year 2 - Management

COURSE: BUSD 2008 Marketing Strategy

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
MyLab Marketing with Pearson eText Standalone Access Card for Think Marketing	3rd	Pearson Education	Tuckwell and Jaffey	9780134834344	\$75.00	\$3.75	\$78.75

COURSE: BUSD 2009 Leadership & Intercultural Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
The Art of Leadership	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781259847981	\$119.95	\$6.00	\$125.95

COURSE: BUSD 2011 Human Resource Management 2

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Managing Human Resources	9th CDN	Nelson	Belcourt, M., Singh, P., Snell, S.A., Morris, S.S., & Bohlander, G.W.	0176872434	\$129.95	\$6.50	\$136.45

COURSE: BUSD 2013 Change Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Organizational Change: An Action-Oriented Toolkit	3rd	Sage	Cawsey, Deszca, and Ingols	9781483359304	\$128.95	\$6.45	\$135.40

COURSE: BUSD 2017 Training and Development

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Employee Training & Development	8th	McGraw-Hill Education	Noe, R.A.	9781260565638	\$99.95	\$5.00	\$104.95

COURSE: BUSD 2018 Business Values & Ethics

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Canadian Business and Society- Ethics, Responsibilities, & Sustainability	4th	McGraw-Hill Education	Robert W. Sexty	9781259087547	\$99.95	\$5.00	\$104.95

COURSE: BUSD 2019 Strategic Management

Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Strategic Management – An Integrated Approach	13th	Cengage Learning	Hill, Charles W. L., Schilling, Melissa A., Jones, Gareth R.	9780357308769	\$129.95	\$6.50	\$136.45

Business Administration Year 2 – Management Continued

COURSE: BUSD 2022 Venture Development							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Canadian Entrepreneurship and Small Business Management	10th	McGraw-Hill	Balderson, Mombourquette	9781259102684	\$133.95	\$6.70	\$140.65
COURSE: BUSD 2023 Social & Digital Communication							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Optimize	1st	Wiley	Lee Odden	9781118167779	\$29.95	\$1.50	\$31.45
Groundswell	1st	Harvard Business Review Press	Charlene Li and Jeff Bernoff	9781422161982	\$31.95	\$1.60	\$33.55
COURSE: BUSD 2190 Consumer Behaviour							
Textbook/Materials	Edition	Publisher	Author	ISBN#	Price	GST	TOTAL
Consumer Behaviour: Buying, Having, and Being	7th	Pearson Education	Solomon, White & Dahl	9780133958096	\$149.95	\$7.50	\$157.45

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