

Business Administration Booklist Fall 2018

Students in the Business Administration course are required to have the following:

- Their own headsets with a microphone (needed to listen to and record audio in computer lab)
- USB Drive (recommended 4GB)
- All textbooks on the first day of class

Course Number	Book Title	Edition	Publisher	Author	ISBN	Price
BUSD 1001 Business Communications I	Business Communication: Building Critical Skills with Connect code	6th CDN	McGraw-Hill	Braun, Locker & Kaczmarek	9781259462818	\$98.95
BUSD 1002 Microeconomics	Principles of Microeconomics, (with Connect2)	9th	McGraw-Hill	Sayre, Morris	9781260186406	\$129.95
BUSD 1003 Business Math	Mathematics of Business and Finance	3rd	Vretta	Daisley, Kugathasan, Huysmans	9781927737217	\$130.00
BUSD 1004 Introduction to Accounting	Key Accounting Principles, Volume 1 with workbook	4th	AME	Nevelle Joffe	9781926751306	\$135.00
BUSD 1380 Organizational Behaviour I	Organizational Behaviour: Concepts, Controversies, Applications	7th CDN	Pearson	Langton, Robbins, and Judge	9780133591781	\$165.00
Subtotal						\$658.90
GST						\$32.95
Total						\$691.85

Students in Drayton Valley will follow this course schedule and Booklist

Course Number	Book Title	Edition	Publisher	Author	ISBN	Price
BUSD 1001 Business Communications I	Business Communication: Building Critical Skills with Connect code	6th CDN	McGraw-Hill	Braun, Locker & Kaczmarek	9781259462818	\$98.95
BUSD 1004 Introduction to Accounting	Key Accounting Principles, Volume 1 with workbook	4th	AME	Nevelle Joffe	9781926751306	\$135.00
BUSD 1380 Organizational Behaviour I	Organizational Behaviour: Concepts, Controversies, Applications	7th CDN	Pearson	Langton, Robbins, and Judge	9780133591781	\$165.00
BUSD 2009 Leadership and Intercultural Management	The Art of Leadership	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781260192506	\$149.95
Subtotal						\$548.90
GST						\$27.45
Total						\$576.35

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

The bookstore makes every effort to ensure published book prices and course materials lists are up to date and correct. However, prices and required materials are subject to change. In the event of a pricing discrepancy, the price charged by the bookstore at the time of purchase will be honoured.

BUSINESS ADMINISTRATION DIPLOMA Year 2 ACCOUNTING

Course Number	Book Title	Edition	Publisher	Author	ISBN	Price
BUSD 2001 Intermediate Accounting I	Intermediate Accounting, Volume 1 Textbook, Study Guide and WileyPlus access Code	11th CDN	Wiley	Kieso, Weygandt, Warfield, Young and Wiecek	9781119328421	\$161.95
BUSD 2002 Cost Accounting I	Managerial Accounting Principles	2nd	AME Learning	Joffe & Atkinson	9781926751085	\$143.75
BUSD 2003 Computer Applications for Accounting	Using Sage 50 Accounting 2017 Plus Student DVD / Test Enrichment Site		Pearson Education	Purbhoo	9780134782683	\$159.95
BUSD 2030 Finance I	Foundations of Financial Management w/Connect Access	11th CDN	McGraw-Hill F	Block, Hirt & Short	9781259265921	\$159.95
BUSD 2620 Accounting Information Systems	Accounting Information Systems	14th	Pearson Educ	Marshall B. Romney and Paul J. Steinbart	9780134474021	\$199.95
Subtotal						\$825.55
GST						\$41.28
Total						\$866.83

BUSINESS ADMINISTRATION DIPLOMA Year 2 HUMAN RESOURCES

Course Number	Book Title	Edition	Publisher	Author	ISBN	Price
BUSD 2007 Recruitment and Selection	Recruitment and Selection in Canada	7th	Nelson	Catano, V.M., Wiesner, W.H., & Hackett, R.D.	9780176764661	\$130.95
BUSD 2009 Leadership and Intercultural Management	The Art of Leadership, 6th edition	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781260192506	\$149.95
BUSD 2011 Human Resource Management 2	Managing Human Resources (8 th Canadian Edition)	8th	Nelson	Belcourt, M., Singh, P., Snell, S.A., Morris, S.S., & Bohlander, G.W.	9780176570262	\$154.95
BUSD 2012 Employee and Labour Relations	Employment Law for Business and Human Resources Professionals: Alberta and British Columbia, 3rd edition	3rd	Emond Montgomery Publications	Kelly Williams-Whitt, Michael Begg, Terence Harris, Kathryn J. Filsinger	9781552396742	\$112.00
BUSD 2017 Training and Development	Employee Training and Development (7th ed)	7th	McGraw Hill	Noe, R.A.	9780078112850	\$99.95
Subtotal						\$647.80
GST						\$32.39
Total						\$680.19

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**BUSINESS ADMINISTRATION DIPLOMA
Year 2 MANAGEMENT**

Course Number	Book Title	Edition	Publisher	Author	ISBN	Price
BUSD 2009 Leadership and Intercultural Management	The Art of Leadership	6th	McGraw Hill Education	Manning, G., Curtis, K.	9781260192506	\$149.95
BUSD 2011 Human Resource Management 2	Managing Human Resources	8th CDN	Nelson	Belcourt, M., Singh, P., Snell, S.A., Morris, S.S., & Bohlander, G.W.	9780176570262	\$154.95
BUSD 2017 Training and Development	Employee Training and Development	7th	McGraw Hill	Noe, R.A.	9780078112850	\$99.95
BUSD 2018 Business Values and Ethics	The Right Choice: Making Ethical Decisions on the Job		Pearson	Jane Ann McLachlan	9780132064965	\$101.45
BUSD 2019 Strategic Management	Strategic Management – An Integrated Approach	12th	Cengage Learning	Hill, Charles W. L., Schilling, Melissa A., Jones, Gareth R.	9781337803922	\$189.95
Subtotal						\$696.25
GST						\$34.81
Total						\$731.06

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