

Business Administration Year 1 & Year 2 Booklist Winter 2019

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

Business Administration Diploma YEAR 1

Winter 2019 Term January to April

Course Code	Textbook/materials	Author	Edition	ISBN#	Publisher	Price
BUSD 1003 Business Math	Mathematics of Business and Finance	Daisley, Kugathan, Huysmans	3rd	9781927737217	Vretta	\$130.00
BUSD 1004 Introduction to Accounting	Key Accounting Principles, Volume 1 with workbook	Nevelle Joffe	4th	9781926751306	AME Learning	\$135.00
BUSD 1005 Business Communications II	Business Communication: Building Critical Skills	Braun, Locker, Kaczmarek	6th CDN	9781259941054	McGraw-Hill	\$79.16
BUSD 1006 Principles of Accounting	Key Accounting Principles Volume 2	Neville Joffe	4th	9781926751344	AME Learning	\$135.00
BUSD 1008 Macroeconomics	Principles of Macroeconomics (with Connect2)	Sayre, Morris	9th	9781260186390	McGraw-Hill	\$129.95
BUSD 1009 Human Resource Management I	Managing Human Resources	Belcourt, Singh, Snell, Morris, Bohlander	8th CDN	9780176570262	Nelson	\$154.95
Subtotal						\$764.06
GST						\$38.20
Total						\$802.26

The following needs to be ordered online with through the publisher. Please consult with your instructor before purchasing

BUSD 1007 Business Computer Applications	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Vermaat		9781337391344	Nelson	
----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	---------	--	---------------	--------	--

*****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 specialization

Winter 2019 Term January to April

Course Code	Textbook/materials	Author	Edition	ISBN#	Publisher	Price
BUSD 2004 Intermediate Accounting II	Intermediate Accounting, Volume 2 Textbook	Kieso, Weygandt, Warfield, Young and Wiecek	11th CDN	9781119048541	Wiley	\$119.95
BUSD 2005 Cost Accounting II	No Textbook Required (students use the same book used in BUSD 2002 Cost Accounting I)					
BUSD 2006 Taxation	Canadian Tax Principles, 2018-2019 Edition Plus MyLab Accounting with Pearson eText -- Access Card Package	Byrd, Chen	1st	9780135320723	Pearson	\$175.96
BUSD 2230 Finance II	No Textbook Required (students use the same book used in BUSD 2030 Finance I)					
BUSD 3010 Legal Relations	Canadian Business and the Law (Loose-leaf edition)	Duplessis, Enman, O'Byrne, King	6th	9780176799007	Nelson	\$129.95
Subtotal						\$425.86
GST						\$21.29
TOTAL						\$447.15

*****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 - Human Resources Specialization

Winter 2019 Term January to April

Course Code	Textbook/materials	Author	Edition	ISBN#	Publisher	Price
BUSD 2008 Marketing Strategy	MyLab Marketing with Pearson eText Standalone Access Card for Think Marketing	Tuckwell and Jaffey	3rd edition etextbook	9780134834344	Pearson	\$75.00
BUSD 2013 Change Management	Organizational Change: An Action-Oriented Toolkit	Cawsey, Deszca, and Ingols	3rd	9781483359304	Sage	\$128.95
BUSD 2014 Compensation Management	Compensation	Milkovich, Newman, Gerhart, Yap	5th CDN	9781259086878	McGraw-Hill	\$135.95
BUSD 2015 Payroll	An Introduction to Canadian Payroll Administration, 1st Edition	Only available online. Please consult with your instructor				
BUSD 2016 Negotiations	Essentials of negotiation	Lewicki, R., Barry, B., & Saunders, D.M.	3rd CDN	9781259087639	McGraw-Hill	\$99.95
Subtotal						\$439.85
GST						\$21.99
TOTAL						\$461.84

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 - Management Specialization Entrepreneur Stream

Winter 2018 Term January to April

Course Code	Textbook/materials	Author	Edition	ISBN#	Publisher	Price
BUSD 2008 Marketing Strategy	MyLab Marketing with Pearson eText Standalone Access Card for Think Marketing	Tuckwell and Jaffey	3rd edition etext	9780134834344	Pearson Education	\$75.00
BUSD 2021 Retail Sales Management	Retailing Management	Levy, Weitz, Watson, Madore	5th CDN	9781259269202	McGraw Hill	\$99.95
BUSD 2022 Venture Development	Entrepreneurship and Innovation Toolkit	**Students will be provided a link in Moodle for this download**				
	New Venture Creation: Entrepreneurship for the 21st Century	Spinelli, Adams	10th	9780077862480	McGraw Hill	\$99.96
BUSD 2023 Social & Digital Communication	Optimize	Lee Odden	1st	9781118167779	Wiley	\$29.95
	Groundswell	Charlene Li and Jeff Bernoff	1st	9781422161982	Harvard Business Review Press	\$30.50
BUSD 2190 Consumer Behaviour	Consumer Behaviour: Buying, Having, and Being	Solomon, White & Dahl	7th	9780133958096	Pearson Education	\$149.95
Subtotal						\$485.31
GST						\$24.27
TOTAL						\$509.58

*****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 - Management Specialization
Business Operations Stream**

Winter 2018 Term January to April

Course Code	Textbook	Author	Edition	ISBN#	Publisher	Price
BUSD 2013 Change Management	Organizational Change: An Action-Oriented Toolkit	Cawsey, Deszca, and Ingols	3rd	9781483359304	Sage	\$128.95
BUSD 2024 Process Improvement	Operations management: Processes and supply chains	Krajewski , L.J., Malhotra, M.K., & Ritzman, L.P.	12th	9780134741062	Pearson Education	\$199.95
	Managing quality: Integrating the supply chain	Foster, S.T.	6th	9780133798258	Pearson Education	\$199.95
BUSD 2025 Introduction to Logistics	Same two texts as BUSD 2024					
BUSD 2026 Lean Systems	No textbook required					
BUSD 2027 Quality Management	Managing quality: Integrating the supply chain (same text from BUSD 2024)					
BUSD 2190 Consumer Behaviour	Consumer Behaviour: Buying, Having, and Being	Solomon, White & Dahl	7th	9780133958096	Pearson Education	\$149.95
					Subtotal	\$678.80
					GST	\$33.94
					TOTAL	\$712.74

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.