

# TEXTBOOK LIST



Campus: KINGS - KINGSTEC  
 Semester: FALL18 - FALL SEMESTER 2018  
 Program: OA - OFFICE ADMINISTRATION

Please note that prices and required books are subject to change at any time. Prices do not include tax.

From: Sep 4, 2018 to Dec 13, 2018

Course: ACTG1100 - BOOK KEEPING

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
9781259857966	ACTG 1100 BOOKKEEPING CUSTOM TEXT		BC	LARSON	MCGRAW HILL RYER...	R	78.95

Course: COMM1205 - COMMUNICATIONS- WORKPLACE...

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
0176879617	ESSENTIALS OF BUSINESS COMMUNICATIONS, ENHAN..9		BC	GUFFEY	NELSON	R	99.95

Course: COMP1103 - DOCUMENT PRODUCTION I

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
9781337103022	KEYBOARDING & WORD PROC ESSENTIALS MS WORD.20		BB	VANHUSS	NELSON	R	115.95

Course: COMP2105 - DATABASE I

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
9781337367325	MS ACCESS 2016 INTRODUCTORY PACKAGE		BC		NELSON	R	121.95

Course: MGMT1010 - ORGANIZATIONAL BEHAVIOUR I

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
9780134225166	FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR, U.5		BD	LANGTON, NANCY	PEARSON EDUCATION	R	96.00

Course: MILSTONE - WORLD HOST

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
88880010069	WORLD HOST		BC		TIANS	R	50.00

Course: OFFI1010 - OFFICE PROCEDURES I

ISBN	Title	Ed	Cv	Author	Publisher	Req/Sug	Price
0176791752	BUNDLE: THE ADMINISTRATIVE PROFESSIONAL: PRO...3		BZ		NELSON COLLEGE IN...	R	145.95