

Course	Semester 1	Title	Edition	ISBN	Retail
BUSI 107/108	Fall	College Keyboarding (Super Pack) Lessons 1-110 pkg + 24 month SAM printed Access Code	20th	9781337213318	218.00
COMA 101/102/103	Fall	Shelly Cashman Microsoft Office Word 2019 Comprehensive (MindTap Access Card included)	1st	9780357260395	186.00
COMA 111/112/113	Fall	Shelly Cashman Microsoft Office 365 Excel 2019 Comprehensive (MindTap Access Card included)	1st	9780357260357	186.00
		OR: e-Pack Shelly Cashman Series MS Office 365 & Excel 2019 + MindTap Bundle	1st	9780357260234	
MATH 115	Fall	Business Math: A Step-by-Step Handbook - LYRYX Access Card No textbook, E-text on Lyryx - Students can register on https://lyryx.com/	2021-A	9780995182028	
MATH 115	Fall	Basic, inexpensive calculator required			
OFFR 100	Fall	The Administrative Professional: Technology & Procedures	4th	9780176832186	143.00
		OR Click this link to rent E-Book version here \$76.95 for 1 year	4th	9780176861551	
COMM 123	Fall	Canadian Business English	8th C	9780176832193	136.00
Sub Total					869.00
GST					43.45
Total					912.45

Course	Semester 2	Title	Edition	ISBN	Retail
COMM 124	Winter	Essentials of Business Communication	10th C	9780176909659	114.00
ACCT 101	Winter	Key Accounting Principles, Volume 1 w/textbook workbook PIN Card	5th	9781989003480	150.00
ACCT 101	Winter	Basic, inexpensive calculator required			
COMA 115/116	Winter	Shelly Cashman Microsoft Office 365 Access 2019 Intermediate (MindTap Access Card included)	1st	9780357260333	186.00
BUSI 113	Winter	Essentials of Business Communication	10th C	9780176909659	114.00
Sub Total					564.00
GST					28.20
Total					592.20

Students using Etexts must have an appropriate portable device to use in class.

**** WINDOWS BASED COMPUTER, MICROPHONE, CAMERA & STABLE INTERNET CONNECTION ARE REQUIRED EQUIPMENTS FOR ALL OFFICE ADMINISTRATION STUDENTS.**

**** IF USING AN ETEXT IT IS RECOMMENDED TO HAVE AN APPROPRIATE SEPRATE PORTABLE DEVICE AS AN ETEXT READER (EX. EREADER, TABLET OR LARGER SMART PHONE)**