

Course	Semester 1	Title	Edition	ISBN	Retail
BUSI 107/108	Fall/WINTER	College Keyboarding (Super Pack) Lessons 1-110 pkg	20th	9781337114615	124.00
KEYB 135/138	Fall	College Keyboarding (Super Pack) Lessons 1-110 pkg	20th	9781337114615	124.00
COMA 101/102/103	Fall	Cable/Freund/Monk/Sebok/Starks/Vermatt's The Shelly Cashman Series Collection, Microsoft 365 & Office 2021 ( <i>e-text</i> ) <a href="#">Click here to purchase 3-textbook</a>	1st	9780357676684	99.95
COMA 111/112/113	Fall	Cable/Freund/Monk/Sebok/Starks/Vermatt's The Shelly Cashman Series Collection, Microsoft 365 & Office 2021 ( <i>e-text</i> ) <a href="#">Click here to purchase 3-textbook</a>	1st	9780357676684	99.95
MATH 115	Fall	Instructor Developed Resources			
MATH 115	Fall	Basic, inexpensive calculator required			19.95
OFFR 100	Fall	The Administrative Professional: Technology & Procedures <a href="#">Click this link to access e-Book</a>	4th	9780176861568	76.95
COMM 123	Fall	Canadian Business English ( <i>E-Book</i> ) <a href="#">Click here to access e-Book</a>	8th C	9780176887667	76.95

**Sub Total** 621.75

**GST** 31.09

**Total** 652.84

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

Course	Semester 2	Title	Edition	ISBN	Retail
BUSI 107/108	Fall/WINTER	College Keyboarding (Super Pack) Lessons 1-110 pkg	20th	9781337114615	124.00
COMM 124	Winter	Essentials of Business Communication ( <i>E-Book</i> ) <a href="#">Click here to access e-Book</a>	10th C	9780176909772	74.95
ACCT 101	Winter	Key Accounting Principles, Volume 1 w/textbook workbook PIN Card	5th	9781990337017	139.95
ACCT 101	Winter	Basic, inexpensive calculator required			30.00
COMA 115/116	Winter	Cable/Freund/Monk/Sebok/Starks/Vermatt's The Shelly Cashman Series Collection, Microsoft 365 & Office 2021 ( <i>e-text</i> ) <a href="#">Click here to purchase 3-textbook</a>	1st	9780357676684	99.95

**Sub Total** 468.85

**GST** 23.44

**Total** 492.29

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