

Course	Semester 1	Title	Edition	ISBN	Retail
COURSE	SEMESTER	TITLE	EDITION	ISBN	RETAIL
COMA 145/101/102/103/ 111/112/113	FALL	EPACK: MS OFFICE 365 + MT IAC 6-COURSE THE SHELLY CASHMAN - E-book		9781779544001	\$ 208.95
COMM 123	FALL	Guffey, M.E. (2022). <i>Canadian Business English</i> (8th ed.). Cengage	8th	9781774747223	\$ 180.95
		OR: E-Book Option		9780176832193	\$ 79.95
KEYB 136	FALL	Print Bundle (printed text + printed access card)- BNDL: KEYBOARDING/WORD PROCESSING COMPLETE CRSE L1-110	20th	9781337213318	\$ 236.95
MATH 115	FALL	Mathematics of Business		84805343	\$ 59.95
OFFR 100	FALL	The Administrative Professional: Technology and Procedures	4th ed	9781778412530	\$ 179.95
		E-book		9781778412530	\$ 79.95

Sub Total 1,026.65
GST 51.33
Total 1,077.98

Course	Semester 2	Title	Edition	ISBN	Retail
ACCT 101	WNTR	Key Accounting Principles, Volume 1 w/textbook workbook PIN Card	7th	9781990337710	\$ 183.95
BUSI 113	WNTR	Instructor provided resources			N/A
COMM 121	WNTR	Essentials of Business Communication, Guffey, Loewy, AlmonteCanadian Edition	11th	9781778412813	\$ 142.95
		OR: E-book option		9781778414213	\$ 79.95
COMA 115/116	WNTR	EPACK: MS OFFICE 365 + MT IAC 6-COURSE THE SHELLY CASHMAN		9781779544001	\$ 208.95
BUSI 142	Spring	No Textbook			

Sub Total 615.80
GST 30.79
Total 646.59
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 SMARTPHONE).