

Course	Semester	Title	Edition	ISBN	Retail
CMIS 102/112	FALL	<a href="#">The Shelly Cashman Series® Microsoft® 365® &amp; Office® Introductory, 2 term access required - plus physical intro text (E-book)</a>	1st	9780357881408	\$ 129.95
COMM 123	FALL	<a href="#">CANADIAN BUSINESS ENGLISH (E-book)</a>	9th	9781778419010	\$ 79.95
KEYB 136	FALL	<a href="#">Keyboarding in SAM 365 &amp; 2016 with eBook, 110 Lessons, 2 terms (E-book)</a>	Digital	9781337114615	\$ 99.95
MATH 115	FALL	Mathematics for Business			\$ 59.95
OFFR 100	FALL	<a href="#">Rankin, D.S, Shumack, K.A., Turczyniak, E. (2016). The Administrative Professional: Technology and Procedures (E-book)</a>	4th ed	9781778412530	\$ 79.95

**Sub Total \$ 449.75**

**GST \$ 22.49**

**Total \$ 472.24**

Course	Semester	Title	Edition	ISBN	Retail
CMIS 103/115	WNTR	<a href="#">The Shelly Cashman Series® Microsoft® 365® &amp; Office® Introductory, 2 term access required - plus physical intro text (E-book)</a>	1st	9780357881408	\$ 129.95
KEYB 138	WNTR	<a href="#">Keyboarding in SAM 365 &amp; 2016 with eBook, 110 Lessons, 2 terms (E-book)</a>	Digital	9781337114615	\$ 99.95
ACCT 101	WNTR	<a href="#">Key Accounting Principles Volume 1, Version 7.0 Textbook, Workbook, Pin Card Package (E-book)</a>	7th	9781834240015	\$ 99.95
BUSI 116	WNTR	Instructor Provided Resources			N/A
COMM 124	WNTR	<a href="#">MindTap Instant Access (Multi-Term) for Guffey's Essential of Business Communication, 11e (E-book)</a>	11th	9781778414220	\$ 99.95
OFFR 102	WNTR	Brazzi, N. (2024). Microsoft Teams essential training: Understand the different versions of Teams [Video]. LinkedIn Learning. <a href="https://www.linkedin.com/learning/microsoft-teams-essential-training-understand-the-different-versions-of-teams">https://www.linkedin.com/learning/microsoft-teams-essential-training-understand-the-different-versions-of-teams</a>			N/A
		von Courter, G. (2023). SharePoint Online essential training: The basics [Video]. LinkedIn Learning. <a href="https://www.linkedin.com/learning/sharepoint-online-essential-training-the-basics">https://www.linkedin.com/learning/sharepoint-online-essential-training-the-basics</a>			N/A

CMIS 122	WNTR	Online resources			N/A
BUSI 142	Spring	No Textbook			N/A

**Sub Total \$ 429.80**
**GST \$ 21.49**
**Total \$ 451.29**

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

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