

Course	Semester	Title	Edition	ISBN	Retail
CMIS 102/112	FALL	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text (E-book)	1st	9780357881408	\$ 129.95
COMM 123	FALL	CANADIAN BUSINESS ENGLISH (E-book)	9th	9781778419010	\$ 79.95
KEYB 136	FALL	Keyboarding in SAM 365 & 2016 with eBook, 110 Lessons, 2 terms		9781337213318	\$ 236.95
		Keyboarding in SAM 365 & 2016 with eBook, 110 Lessons, 2 terms (E-book)	Digital	9781337114615	\$ 99.95
MATH 115	FALL	Mathematics for Business			\$ 59.95
OFFR 100	FALL	Rankin, D.S, Shumack, K.A., Turczyniak, E. (2016). The Administrative Professional: Technology and Procedures (E-book)	4th ed	9781778412530	\$ 79.95

Sub Total \$ 586.75
GST \$ 29.34
Total \$ 616.09

Course	Semester	Title	Edition	ISBN	Retail
CMIS 103/115	WNTR	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text (E-book)	1st	9780357881408	\$ 129.95
KEYB 138	WNTR	Keyboarding in SAM 365 & 2016 with eBook, 110 Lessons, 2 terms		9781337213318	\$ 236.95
		Keyboarding in SAM 365 & 2016 with eBook, 110 Lessons, 2 terms (E-book)	Digital	9781337114615	\$ 99.95
ACCT 101	WNTR	Key Accounting Principles Volume 1, Version 7.0 Textbook, Workbook, Pin Card Package (E-book)	7th	9781834240015	\$ 99.95
BUSI 116	WNTR	Instructor Provided Resources			N/A
COMM 124	WNTR	MindTap Instant Access (Multi-Term) for Guffey's Essential of Business Communication, 11e (E-book)	11th	9781778414220	\$ 99.95
OFFR 102	WNTR	Brazzi, N. (2024). Microsoft Teams essential training: Understand the different versions of Teams [Video]. LinkedIn Learning. https://www.linkedin.com/learning/microsoft-teams-essential-training-understand-the-different-versions-of-teams			N/A

		von Courter, G. (2023). SharePoint Online essential training: The basics [Video]. LinkedIn Learning. https://www.linkedin.com/learning/sharepoint-online-essential-training-the-basics			N/A
CMIS 122	WNTR	Online resources			N/A
BUSI 142	Spring	No Textbook			N/A

Sub Total \$ 566.80
GST \$ 28.34
Total \$ 595.14

****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)**