



OFFICE ADMINISTRATION 2018-2019 Semester 1

COURSE	SEMESTER	TITLE	EDITION	ISBN	RETAIL
BUSI 107/108	1 & 2	Keyboarding Course: 1-110 + SAM (12 month Access Code for Lessons 1-110)	20th	9781337213318	209.65
COMA 101/102/103	1	Shelly Cashman Microsoft Office Word 2016 Comprehensive + SAM access code	1st	9781337575171	179.15
COMA 111/112/113	1	Shelly Cashman Microsoft Office 365 Excel 2016 Comprehensive	1st	9781305870727	162.15
MATH 115	1	Contemporary Mathematics for Business & Consumers, Brief Edition + CengageNOW	8th C	9781337130080	128.25
MATH 115	1	If student only wants CengageNOW only - can access the e-text	8th C	9781305946019	
MATH 115	1	Basic, inexpensive calculator required			15.00
OFFR 100	1	The Administrative Professional: Procedures and Skills	3rd C	9780176775582	164.70
COMM 123	1	Canadian Business English	7th C	9780176582968	131.65
COMM 123	1 & 2	Gregg Reference Manual	9th	9780071051156	114.35
Students may choose to purchase the electronic version of the text or the printed version, not both.					

For BUSI 107 and BUS 108 and the same text is used. If not purchased in semester 1 please add price for book to semester 2 total.

A basic calculator is required for semester 1 and 2.

Sub Total	1,104.90
GST	55.25
Total	<u><u>\$ 1,160.15</u></u>

OFFICE ADMINISTRATION 2018-2019 Semester 2

COURSE	SEMESTER	TITLE	EDITION	ISBN	RETAIL
COMM 123	1 & 2	Gregg Reference Manual	9th	9780071051156	
COMM 124	2	Essentials of Business Communication	9th C	9780176721244	120.10
ACCT 101	2	Key Accounting Principles, Volume 1 w/textbook workbook PIN Card	4th	9781926751306	149.50
ACCT 101	2	Essential BossAbilities: FastTrack Bookkeeping - Case Study		9780995028029	91.55
ACCT 101	2	Basic, inexpensive calculator required			15.00
COMA 115/116	2	Shelly Cashman Microsoft Office 365 Access 2016 Intermediate	1st	9781305870628	114.35
**STUDENTS USING ETEXTS MUST HAVE AN APPROPRIATE PORTABLE DEVICE TO USE IN CLASS					

Please add prices to total if items above are needed for semester 2.

Sub Total	490.50
GST	24.53
Total	<u><u>\$ 515.03</u></u>