

Course	Semester 1	Title	Edition	ISBN	Retail
BUSI 107/108	Fall	College Keyboarding (Super Pack) Lessons 1-110 pkg + 24 month SAM printed Access Code	20th	9781337213318	274.95
COMA 101/102/103	Fall	Shelly Cashman Microsoft Office Word 2019 Comprehensive (MindTap Access Card included)	1st	9780357260135	233.95
		WORD MindTap 1 term instant Access ( <b>Online only</b> ) <a href="#">Click here for online access</a>		9780357026229	99.95
COMA 111/112/113	Fall	Shelly Cashman Microsoft Office 365 Excel 2019 Comprehensive (MindTap Access Card included)	1st	9780357260098	233.95
		EXCEL MindTap 1 term instant Access ( <b>Online only</b> ) <a href="#">Click here for online access</a>		9780357026229	99.95
MATH 115	Fall	Business Math: A Step-by-Step Handbook - LYRYX Access Card Textbook is a digital version (pdf) only and is on Moodle Purchase online : <a href="https://login.lyryx.com/unprotected-servlets/Login">https://login.lyryx.com/unprotected-servlets/Login</a>	2021-C	9780995182028	60.00
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	9781774746905	74.95
COMM 123	Fall	Canadian Business English	8th C	9780176832193	173.95

**Sub Total** 1,271.60

**GST** 63.58

**Total** 1,335.18

Course	Semester 2	Title	Edition	ISBN	Retail
COMM 124	Winter	Essentials of Business Communication	10th C	9780176909659	150.95
ACCT 101	Winter	Key Accounting Principles, Volume 1 w/textbook workbook PIN Card	6th	9781990337017	139.95
ACCT 101	Winter	Basic, inexpensive calculator required			19.50
COMA 115/116	Winter	Shelly Cashman Microsoft Office 365 Access 2019 Intermediate (MindTap Access Card included)	1st	9780357260074	233.95
		ACCESS MindTap 1 term instant Access ( <b>Online only</b> ) <a href="#">Click here for online access</a>		9780357026229	99.95

**Sub Total** 644.30

**GST** 32.22

**Total** 676.52

**\*\* 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 SMART PHONE)**