

Course	Semester 1	Title	Edition	ISBN	Retail
COURSE	SEMESTER	TITLE	EDITION	ISBN	RETAIL
CMIS 112	FALL	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text	1st	9780357881408	
		The Shelly Cashman Series - Microsoft 365 & Office Introductory, 2 term access required - plus physical intro text - E-book			
COMM 123	FALL	Guffey, M.E. (2022). <i>Canadian Business English</i> (8th ed.). Cengage	8th	9781774747223	\$ 180.95
		OR: E-Book Option		9780176832193	\$ 76.95
KEYB 136	FALL	Keyboarding in SAM 365 & 2016, 110 lessons	20th	9781337213318	
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	\$ 76.95
CMIS 102	FALL	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text	1st	9780357881408	
		The Shelly Cashman Series - Microsoft 365 & Office Introductory, 2 term access required - plus physical intro text - E-book			

 Sub Total **574.75**

 GST **28.74**

 Total **603.49**

WINDOWS BASED COMPUTER, MICROPHONE, CAMERA & STABLE INTERNET CONNECTION ARE REQUIRED EQUIPMENTS FOR ALL OFFICE ADMINISTRATION STUDENTS.

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 116	WNTR	Instructor provided resources			N/A
CMIS 115	WNTR	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text	1st	9780357881408	
		The Shelly Cashman Series - Microsoft 365 & Office Introductory, 2 term access required - plus physical intro text - E-book			
CMIS 103	WNTR	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text	1st	9780357881408	
		The Shelly Cashman Series - Microsoft 365 & Office Introductory, 2 term access required - plus physical intro text - E-book			

COMM 124	WNTR	Essentials of Business Communication, Guffey, Loewy, AlmonteCanadian Edition	11th	9781778412813	\$ 142.95
		OR: E-book option		9781778414213	\$ 76.95
KEYB 138	WNTR	Publisher meeting March 2024			
CMIS 122	WNTR	The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, 2 term access required - plus physical intro text	1st	9780357881408	
		The Shelly Cashman Series - Microsoft 365 & Office Introductory, 2 term access required - plus physical intro text - E-book			
BUSI 142	Spring	No Textbook			

Sub Total 403.85
GST 20.19
Total 424.04

IF USING AN ETEXT IT IS RECOMMENDED TO HAVE AN APPROPRIATE SEPRATE PORTABLE DEVICE AS AN ETEXT READER
(EX. EREADER, TABLET OR LARGER SMARTPHONE).