

Accounting Technician Certificate Booklist Fall 2018

Students in the Accounting Technician Certificate course are required to have the following:

- Their own headsets with a microphone (needed to listen to and record audio in computer lab)
- USB Drive (recommended 4GB)
- All textbooks on the first day of class

Course	Book Title	Publisher	Author	ISBN	Price
BUSD 1001 Business Communications I	Business Communication: Building Critical Skills (6 th Canadian ed.)	McGraw-Hill	Braun, Locker & Kaczmarek	9781259462818	\$98.95
BUSD 1003 Business Math	Mathematics of Business and Finance, 3rd Edition	Vretta	Daisley, Kugathasan, Huysmans	9781927737217	\$130.00
BUSD 1004 Introduction to Accounting	Key Accounting Principles, 4th edition, Volume 1 with workbook	AME	Nevelle Joffe	9781926751306	\$135.00
BUSD 2015 Payroll	An Introduction to Canadian Payroll Administration, 1st Edition	McGraw-Hill	Alan Dryden	9781259649912	\$89.95
Subtotal					\$453.90
GST					\$22.70
TOTAL					\$476.60

**The following material will need to be ordered
on line. Check with your instructor before
ordering.**

BUSD 1007 Business Computer Applications	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Nelson Education, Ltd	Vermaat	9781337391344	
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*****Textbooks can be returned within 14 days of purchase for full refund, you must have original receipt and refunds will be refunded to the original payment method. Any textbooks that are shrink wrapped must be still be in original shrink wrap. Textbooks must be in original condition for refund*****

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