

Administrative Professional Certificate Booklist Fall 2018

Course Code	Textbook/materials	Edition	Publisher	Author	ISBN#	Price
BUSN 1163 Keyboarding	Paradigm Keyboarding: Sessions 1-30 Sixth Edition - Text and SNAP Online Lab	6th	Paradigm		9780763861179	\$117.63
BUSN 1179 Professional Relations	Professionalism: Skills for Workplace Success	4th	Pearson	Anderson, Bolt	9780133868944	\$80.05
BUSN 1184 Work Experience	No Textbook Required					
BUSN 1186 Accounting Basics	Key Accounting Principles, Volume 1 with workbook and access code	4th	AME	Nevelle Joffe	9781926751306	\$135.00
BUSN 1187 Business Office Procedures	Administrative Procedures for the Canadian Office	9th	Pearson	Kilgour, Rutherford, Rogers, Burton, Shelton	9780133426854	\$96.00
Subtotal						\$428.68
GST						\$21.43
TOTAL						\$450.11

For the following courses you are required to purchase these online through the publisher. Please wait for instructions from your instructor.

BUSN 1166 MS Word	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	
BUSN 1167 MS Excel	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	
BUSN 1173 Business Communications I	Business Communication: Building Critical Skills (6 th edition).	6th	McGraw-Hill	Braun, Locker, & Kaczmarek	No ISBN- Students will buy ebook with course code	
BUSN 1178 Databases and Presentations	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	
BUSN 1180 Advanced Excel & Outlook	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	
BUSN 1193 Business Communications II	Business Communication: Building Critical Skills (6 th edition). (Note: Same Book for Busn Comm I and II)	6th	McGraw-Hill	Braun, Locker, & Kaczmarek	No ISBN- Students will buy ebook with course code in class	

*****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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