

## Administrative Professional Certificate Booklist Spring/Summer 2018

Course	Textbook/materials	Ed	Publisher	Author	ISBN#	Price
<b>BUSN 1171 Business Office Procedures</b>	Administrative Procedures for the Canadian Office	9th	Pearson	Lauralee Kilgour, Edward Kilgour, Marie Rutherford, Blanche Rogers, Sharon Burton, Nelda Shelton	9780133426854	<b>\$109.71</b>
<b>BUSN 1179 Professional Relations</b>	Professionalism: Skills for Workplace Success - Looseleaf edition	4th	Pearson	Anderson, Bolt	9780133868944	<b>\$91.49</b>
<b>BUSN 1184 Work Experience</b>	<b>No Textbook Required</b>					
<b>BUSN 1186 Accounting Basics</b>	Key Accounting Principles, Volume 1 with workbook	4th	AME	Nevelle Joffe	9781926751306	<b>\$154.29</b>
<b>Subtotal</b>						<b>\$355.49</b>
<b>GST</b>						<b>\$17.77</b>
<b>TOTAL</b>						<b>\$373.26</b>
<b>BUSN 1193 Business Communications II</b>	Business Communication: Building Critical Skills	6th	<b>Students will have to purchase an ebook. Details will be provided in class</b>			

**The following material will need to be purchased on line at:**

<https://www.nelsonbrain.com/shop/en/CA/storefront/canada?cmd=CLHeaderSearch&fieldValue=9781337391344>

**With a single purchase of MindTap for the Shelly Cashman Series, students will be given two access codes that can be used for any two of the below courses. Purchase one course for \$104.95 and receive access to two courses**

Course	Textbook/materials	Ed	Publisher	Author	ISBN#	Price
<b>BUSN 1178 Databases and Presentations</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	
<b>BUSN 1180 Advanced Excel and Outlook</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection		Nelson	Vermaat	9781337391344	

The bookstore makes every effort to ensure published book prices and course materials lists are up to date and correct. However, prices and required materials are subject to change. In the event of a pricing discrepancy, the price charged by the bookstore at the time of purchase will be honoured.