

## Administrative Professional Certificate Booklist Winter 2019

Please check your MyQuest account to verify what courses you are taking

Course Code	Textbook/materials	Author	Edition	ISBN#	Publisher	Price	
BUSN 1163 Keyboarding	Paradigm Keyboarding: Sessions 1-30 Sixth Edition - Text and SNAP Online Lab		6th	9780763861179	Paradigm	\$117.63	
						<b>Subtotal</b>	\$117.63
						<b>GST</b>	\$5.88
						<b>TOTAL</b>	\$123.51
BUSN 1165 Keyboarding	Paradigm Keyboarding: Sessions 1-30 Sixth Edition - Text and SNAP Online Lab		6th	9780763861179	EMC Paradigm	\$117.63	
						<b>Subtotal</b>	\$117.63
						<b>GST</b>	\$5.88
						<b>TOTAL</b>	\$123.51
BUSN 1179 Professional Relations	Professionalism: Skills for Workplace Success (Looseleaf edition)	Anderson, Bolt	4th	9780133868944	Pearson	\$80.05	
						<b>Subtotal</b>	\$80.05
						<b>GST</b>	\$4.00
						<b>TOTAL</b>	\$84.05
BUSN 1184 Work Experience	No Textbook Required for BUSN 1184						
BUSN 1186 Accounting Basics	Key Accounting Principles, Volume 1 with workbook	Nevelle Joffe	4th Edition	9781926751306	AME Learning	\$135.00	
						<b>Subtotal</b>	\$135.00
						<b>GST</b>	\$6.75
						<b>TOTAL</b>	\$141.75
BUSN 1187 Business Office Procedures	Administrative Procedures for the Canadian Office	Kilgour, Rutherford, Rogers, Burton, Shelton	9th	9780133426854	Pearson	\$96.00	
						<b>Subtotal</b>	\$96.00
						<b>GST</b>	\$4.80
						<b>TOTAL</b>	\$100.80
BUSN 1193 Business Communications II	Business Communication: Building Critical Skills	(Note: This the same book used for BUSN 1173)					

\*\*\*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\*\*\*

**The following course materials must be purchased online.  
Please consult with your instructor before purchasing.**

<b>BUSN 1166 MS Word</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Vermaat		9781337391344	Nelson	
<b>BUSN 1167 MS Excel</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Vermaat		9781337391344	Nelson	
<b>BUSN 1173 Business Communications I</b>	Business Communication: Building Critical Skills (6 <sup>th</sup> edition).	Braun, Locker, & Kaczmarek	6th	No ISBN- Students will buy ebook and register online after getting a course code from instructor	McGraw-Hill	
<b>BUSN 1178 Databases and Presentations</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Vermaat		9781337391344	Nelson	
<b>BUSN 1180 Advanced Excel and Outlook</b>	Cengage Learning - MindTap® Computing, 2 terms (12 months) Instant Access for The Shelly Cashman Series® Collection	Vermaat		9781337391344	Nelson	

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.