



This is a "bring Your Own Device (BYOD)" program and requires students to own or acquire a device (specifically a laptop) that meets the minimum technical specifications for the program.

[More info about the BYOD program is provided here](#)

Legal Administration
Medical Administration
Office Skills
Office Management

Main Campus

Book List - Office Programs													21-Aug 25
Campus	Term	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Instructor	Start Date	Estimated Price
MC	Fall	ACCT-0003	Financial Accounting 1	Fundamental Accounting Principles Vol.1 (Bundled:Connect with SmarkBook Combo) <u>or</u>	Larson	MCGRW	18th	9781264532599		Yes	S. Kinley TBA	1-Sep-2025	\$160.00
				Fundamental Accounting Principles Vol.1. (Connect & eBook) 360 day access				9781264438310					\$120.00
				Texas Instrument BA II Plus Calculator						Required			\$40.00
MC	Fall	ACCT-0004	Financial Accounting 2	Fundamental Accounting Principles Vol.2 (Bundled: Text, Connect access, & eBook) <u>or</u>	Larson	MCGRW	18th	9781264535033		Yes	C. Bryant	1-Sep-2025	\$160.00
				Fundamental Accounting Principles Vol.2 (Connect access & eBook) 360 day access				9781264458752					\$120.00
				Texas Instrument BA II Plus Calculator						Required			\$40.00
MC	Fall	COMM-0372	Office Communications 1	No textbook required									
MC	Winter	COMM-0373	Office Communications 2	No textbook required									
MC	Winter	COMP-0046	Word Processing 2	Advanced Word Processing MS Word 2016 - Lessons 56-110	VanHuss, et al.	Cengage Learning	20th	9781337103268	No	Yes	P. Burt	1-Jan-2026	\$139.95
				2025 - 26 Word Processing Coursepack									\$19.25
				Keyboarding & Word Processing Essentials Lessons 1-55					No	Yes		1-Sep-2025	\$125.00
MC	Fall	COMP-0129	Word Processing 1	2025-26 Word Processing Coursepack	VanHuss, et al.	Cengage Learning	20th	9781337103022			P. Burt		\$22.25
MC	Winter	COMP-0556	Accounting Software	Mastertrack Accounting Series. Sage 50 Premium Accounting 2017 Level 1	CCI	CCI		9781553325123	No	Yes	TBA	1-Jan-2026	\$60.50
				Mastertrack Accounting Series. Quickbooks Premier 2017 2 Book Bundle (Level 1 and 2)				9781553325253	No	Yes			\$96.25
MC	Fall	COMP-0563	Presentations & Promotions	No textbook required									
MC	Winter	COMP-0564	Software Applications 1	No textbook required									
MC	Winter	COMP-0565	Medical Transcription	Canadian Medical Transcription	Berry, Lynn/Janssens, Deborah/Kanellak	Northrose Ed	2	9781989941690	Yes	Yes	P. Morehouse	1-Jan-2026	\$155.00
MC	Fall	COMP-0566	Software Applications 2	No textbook required									
MC	Winter	COMP-0567	Software Capstone	No textbook required									
MC	Winter	COMP-0599	Graphic and Web Design	No textbook required									
MC	Fall	HLTH-0113	Medical Terminology 1	Language of Medicine	Chabner	Elsevier	13th	9780443107795	No	Yes	D. Merrett	1-Sep-2025	\$162.00
MC	Fall	HLTH-0157	Medical Terminology 2	Language of Medicine	Chabner	Elsevier	13th	9780443107795	No	Yes		1-Sep-2025	As above
				<i>Same text used in Medical Terminology 1 and 2</i>									
MC	Fall	HRMG-0043	Human Resource Processes	No textbook required									
MC	Fall	HRMG-0116	Personal and Career Development	Insight - The Surprising Truth About How Others See Us, How We See Ourselves, And Why The Answers Matter More Than We Think	Eurich, Tasha	Currency	Paperback	9780525573944	Yes	Yes	P. Morehouse	1-Sep-2025	\$28.00
MC	Winter	LAWG-0069	Real Estate & Trust Accounting	No textbook required									
MC	Fall	LAWG-0072	Legal Issues	No textbook required									
MC	Fall	LAWG-0083	Family Law	No textbook required									
MC	Fall	LAWG-0090	Criminal Law	No textbook required									
MC	Winter	LAWG-0091	Private Law	No textbook required									
MC	Winter	MATH-0104	Office Mathematics	Mathematics of Business and Finance	Daisley Kugathasan	Vretta	4th	9781927737545	No	Yes	C. Bootsman	1-Jan-2026	\$165.00
MC	Fall	MKTG-0044	Marketing Principles	Marketing: The Core	Kerin, Hartley, Bonifacio, Dumont, Koufman	MCGRW	7th	9781265771638		Yes	T. Zazulak	1-Sep-2025	\$166.00
MC	Winter	OFAD-0007	Medical Simulation	Working in an Health Services Environment	Merrett, D./Vadala, A.	Northrose	3rd	9781989941737	No	Yes	D. Merrett	1-Jan-2026	\$104.50
MC	Fall	OFAD-0022	Office Procedures 1	No textbook required									
MC	Winter	OFAD-0023	Office Management	Developing Management Skills	Whetton, David Cammeron, Kim	Pearson	9th	978013312747-8	No	Yes	P. Burt	1-Jan-2026	\$209.55
MC	Winter	OFAD-0024	Office Procedures 2	No textbook required									
MC	Winter	PSSY-0004	Organizational Behaviour	Canadian Organizational Behaviour (Connect with Ebook) OR	McShane, Warner	McGraw Hill	12th	9781265815219	No	Yes	P. Morehouse	1-Jan-2026	\$201.25
				Canadian Organizational Behaviour (Connect/Print Bundle)				9781265849726					

* Prices are subject to change, please refer to the bookstore website for the most up to date information