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

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Programs: Office Skills
Office Management
Legal Administration
Medical Administration

Campus: MC and PC

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Office Management
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Campus: MC

Term: 25/Winter

Last Updated: **January 7, 2025**

Location	Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
MC	25WI	COMM-0373	Office Communications 2	No Textbook Required							
				Advanced Word Processing Microsoft Word Lessons 56 - 110	Vanhuss, Forde, Woo, Robertson	Cengage	20th	9781337103268	No	Yes	\$139.95
MC	25WI	COMP-0046	Word Processing 2	Word Processing 2 Course Pack 2024/25	ACC	ACC MB	22/23		No	Yes	\$19.25
MC	25WI	COMP-0556	Accounting Software	No Textbook Required							
MC	25WI	COMP-0564	Software Applications 1	No Textbook Required							
MC	25WI	COMP-0565	Medical Transcription	Canadian Medical Transcription	Lynne Berry, Deborah Janssens, Eugenia Kanellakos, Kathy Weatherdon	Northrose Educational Resources	1st	9781989941010	N	Yes	\$181.25
MC	25WI	COMP-0567	Software Capstone	No Textbook Required							
MC	25WI	COMP-0599	Graphic and Web Design	No Textbook Required							
MC	25WI	LAWG-0069	Real Estate & Trust Accounts	No Textbook Required							
MC	25WI	LAWG-0091	Private Law	No Textbook Required							
MC	25WI	MATH-0104	Office Mathematics	Mathematics of Business and Finance (w/Access)	Daisley	Vretta	4th	9781927737545	No	Yes	\$160.00
MC	25WI	OFAD-0007	Medical Simulation	Working in a Health Services Environment	Ann Vadala	Northrose Educational Resources	2nd	9781775388425	No	Yes	\$100.75
MC	25WI	OFAD-0023	Office Management	Developing Management Skills Etext (hard copy may be available)	David Whetton, Kim Cameron	Pearson	10th	9780135642917	No	Yes	\$75.00
MC	25WI	OFAD-0024	Office Procedures 2	No Textbook Required							
MC	25WI	PEDV-0356	College Foundations	No Textbook Required							
				Canadian Organizational Behaviour W/Connect	McShane, Tasa, Steen	McGraw Hill Ryderson Ltd	12th	9781265815219	No	Yes	\$199.95
				or						or	
MC	25WI	PSSY-0004	Organizational Behaviour	Canadian Organizational Behaviour (Connect/Print bundle)	McShane, Tasa, Steen	McGraw Hill Ryderson Ltd	12th	9781265849726	No	Yes	

NOTE: Prices are subject to change. Please visit the bookstore website for the most up to date information