

Course #	Course Name	Course #	Text/Materials	Author	Publisher
	Administrative Accounting 1	ACCT-0048	Basic Bookkeeping + working papers, interactive eText	Top Hat	Top Hat
ACCT-0049	Administrative Accounting 2	ACCT-0049	Using Sage 50 Accounting 2021	Purbhoo	Pearson Canada Inc.
COMM-0383	Business Communications	COMM-0383	Business Communication: Process and Product	Guffey, Loewy, Griffin	Nelson Education
COMM-0382	Business English	COMM-0382	Canadian Business English 2022	Guffey	Cengage Learning Canada Inc.
COMP-0596	Data Processing & Presentations	COMP-0596	Microsoft PowerPoint 365/2019	Rutkosky, Roggenkamp	Paradigm
			Microsoft Outlook for Microsoft 365	Seguin	Paradigm
			Shelley Cashman Series Microsoft Office 365 & Office 2016, 1st Edition	Starks	Cengage Learning Canada Inc.
COMP-0594	Introduction to Excel	COMP-0594	Benchmark Series: Microsoft Excel 365 Level 1 Cirrus Learning Management System	Rutkosky	Paradigm
COMP-0593	Keyboarding and Documents	COMP-0593	Getting Started with Windows10 and Microsoft Edge	Wempen	Paradigm
			Benchmark Series: Microsoft Word 365 Level 1 & 2	Rutkosky, Roggenkamp	Paradigm
COMP-0595	Keyboarding Applications	COMP-0595	Benchmark Series: Microsoft Word 365 Level 1 & 2	Rutkosky, Roggenkamp	Paradigm
OFAD-0025	Office Procedures 1	OFAD-0025	The Administrative Professional Technology and Procedures	Rankin, Shumack, Turczyniak	Nelson Education
OFAD-0026	Office Procedures 2	OFAD-0026	The Administrative Professional Technology and Procedures	Rankin, Shumack, Turczyniak	Nelson Education
			The Gregg Reference Manual	Sabin, William	McGraw Hill
			Dictionary by Merriam-Webster		

Edition
8th
2022
7th Brief Can. Edition
8th
2019
2020
2017
2020
2016
2020
2020
4th Edition
4th Edition
10th Edition