

Course Name	Course Code	Resources	Author	Edition	ISBN
Accounting 1	ACCT-0048	Basic Bookkeeping, Interactive eText Basic Bookkeeping Working Papers	Brooke Barker Brooke Barker	8th 8th	9.78177E+12 9780176827847
Accounting 2	ACCT-0049	Using Sage 50 Accounting 2023, Plus MyLab Accounting eText - Package 12month access	Mary Purbhoo	1st	9780138103477
Business Communications	COMM-0383	Business Communications:Process and Product (MindTap no included)	Guffey/Loewy/Griffin	7th	9780176910181
Business English	COMM-0382	Canadian Business English, 2021 Business English, Student Manual(in Moodle)	Guffey/Seefer/Witlox *may purchase hard copy from Great Plains College if students wish	8th	9780176832193
Data Processing	COMP-0596	Microsoft Office 365+ Publisher 2016 Introductory Microsoft Outlook 365 Complete: In Practice 2021 MS Office 365 in Practice Office Suite Print/SIMnet Bundle Excel Level 1; Powerpoint	Shelly Cashman Series	1st	9781305871199 9781266774270 9781264805259
Intro to Excel	COMP-0594	MS Office 365 in Practice Office Suite Print/SIMnet Bundle Excel Level 1; Powerpoint	Nordell		9781264805259
Keyboarding & Documents	COMP-0593	MS Word 365 Complete:In Practice Print/SIMnet bundle Greg College Keyboarding & Document Processing Word 365 Lessons 1-60	Nordell Ober/Johnson/Zimmerly	2021	9781264806782 9780077956431
Keyboarding Applications	COMP-0595	MS Word 365 Complete:In Practice Print/SIMnet bundle Greg College Keyboarding & Document Processing Word 365 Lessons 1-60	Nordell Ober/Johnson/Zimmerly	2021	9781264806782 9780077956431
Office Pro 1	OFAD-0025	The Administrative Professional:Technology and Procedures (does not include MindTap) Office Procedure 1 Student Manual(in Moodle)	Rankin/Schumack/Turczynia *may purchase hard copy from Great Plains College if students wish	5th	9781774747797
Office Pro 2	OFAD-0026	The Administrative Professional:Technology and Procedures (does not include MindTap)	Rankin/Schumack/Turczynia	5th	9781774747797
All courses		The Gregg Reference Manual	Sabin/Strashok/Gardner	10th	9781264928033