

BOOK LIST - ADMINISTRATIVE ASSISTANT PROGRAM

 Last Updated: **April 1, 2021**

Term	Course #	Course Name	Text/Materials	Author	Publisher	Edition	ISBN #	New Text	Required	Estimated Price
Winter	ACCT-0048	Administrative Accounting 1	Basic Bookkeeping	Barker	Nelson Education	8th	9780176721220		Yes	\$145.25
Winter	ACCT-0014	Administrative Accounting 1	Basic Bookkeeping Working Papers	Barker	Nelson Education	8th	9780176827847		Yes	\$34.75
Winter	ACCT-0049	Administrative Accounting 2	Using Sage 50 Accounting 2019	Purbhoo	Pearson Canada Inc.	2019	9780135669143		Yes	\$178.75
Winter	All	All Courses	The Gregg Reference Manual	Sabin, Millar, Sine, and Strashok	McGraw Ryerson Ld.	9th	9780071051156		Yes	\$119.50
Winter	COMM-0383	Business Communications	Business Communication: Process and Product	Guffey, Loewy, Griffin	Cengage Learning Canada Inc.	6th	9780176721251		Yes	\$111.75
Winter	COMM-0382	Business English	Canadian Business English 2017	Guffey	Cengage Learning Canada Inc.	7th	9780176582968		Yes	\$127.25
Winter	COMP-0596	Data Processing & Presentations	Benchmark Series: Microsoft PowerPoint 365 - Print Product with Cirrus Access	Rutkosky, Roggenkamp, Rutkosky	Paradigm Publishing Inc.	2019	9780763888121		Yes	\$171.50
Winter	COMP-0596	Data Processing & Presentations	Microsoft Outlook 365. 2019 - Print Product with Cirrus Access	Sequin	Paradigm Publishing Inc.	2019	9781792445385		Yes	\$171.50
Winter	COMP-0596	Data Processing & Presentations	Microsoft Office 365 Publisher 2016	Starks	Cengage Learning Canada Inc.	2016	9781305871199		Yes	\$111.75
Winter	COMP-0594	Introduction to Excel	Benchmark Series: Microsoft Excel 365 2019 Edition Level 1 - Print Product with Cirrus Access	Rutkosky, Roggenkamp, Rutkosky	Paradigm Publishing Inc.	Copyright 2020	9780763895013		Yes	\$171.50
Winter	COMP-0593	Keyboarding and Documents	Getting Started with Windows 10 and Microsoft Edge 2020 - Print Product with Cirrus Access	Wempen	Paradigm Publishing Inc.	2020	9781792436611		Yes	\$171.50
Winter	COMP-0593	Keyboarding and Documents	Word 365 2019 Edition Levels 1 & 2 2020 - Print Product with Cirrus Access - (Same text as for Keyboarding Applications COMP-0595)	Rutkosky, Roggenkamp, Rutkosky	Paradigm Publishing Inc.	Copyright 2020	9780763895532		Yes	\$178.00
Winter	COMP-0595	Keyboarding Applications	Word 365 2019 Edition Levels 1 & 2 2020 - Print Product with Cirrus Access - (Same text as for Keyboarding and Documents COMP-0593)	Rutkosky, Roggenkamp, Rutkosky	Paradigm Publishing Inc.	Copyright 2020	9780763895532		Yes	\$178.00
Winter	COMP-0595	Keyboarding Applications	Word 365 2019 Edition Level 3 - Print Product with Cirrus Access	Rutkosky, Roggenkamp, Rutkosky	Paradigm Publishing Inc.	2019	9780763889227		Yes	\$171.50
Winter	OFAD-0025	Office Procedures 1	The Administrative Professional Technology and Procedures 2020 - With MindTap printed Access Card	Rankin, Shumack, Turczyniak	Nelson Education	4th Canadian	9780176883096		Yes	\$135.25
Winter	OFAD-0026	Office Procedures 2	The Administrative Professional Technology and Procedures 2020 with MindTap printed Access Card -(Same text as for Office Procedures 1 OFAD-0025)	Rankin, Shumack, Turczyniak	Nelson Education	4th Canadian	9780176883096		Yes	\$135.25