

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.](#)

Programs: Office Skills
Office Management
Legal Administration
Medical Administration

Campus: MC and PC

Term: 23/WI

Last Updated: November 25, 2022

BOOK LIST - OFFICE PROGRAMS

Location	Terms	Course #	Course Name	Text/Materials	Author	Pub.	Edition	ISBN #	New Text	Required	Estimated Price
MC	Winter	ACCT-0003	Financial Accounting 1	Fundamental Accounting Principles (Bundled) <i>or</i> Fundamental Accounting Principles, Volume - Connect (360 Day) and Ebook Working Papers Texas Instruments BA II Plus Calculator	Larson	McGraw Hill Ryderson Ltd	17th	9781265164270 9781264943920 9781260881783		Yes Optional Recommended Recommended	\$165.75 \$107.00 \$42.75 \$59.99
MC	Winter	COMM-0373	Office Communications 2	Essentials of Business Communications	Mary Ellen Guffy/Dana	Cengage	10th	9780176909659	No	Yes	\$117.25
PC	Winter	COMM-0373	Office Communications 2	No Textbook Required							
				Advanced Word Processing	Vanhuss, Forde, Woo, Robertson	Cengage	20th	9781337103268	No	Yes	\$103.25
MC	Winter	COMP-0046	Word Processing 2	Word Processing 2 Course Pack 2023	ACC	ACC MB	22/23		No	Yes	\$16.50
				College Keyboarding: Keyboarding and Word Processing Essentials	Vanhuss, Forde, Woo, Robertson	Cengage	20th	9781337103022	No	Yes	\$108.50
MC	Winter	COMP-0129	Word Processing 1	Word Processing 1 Course Pack 2022/2023	ACC	ACC MB	22/23			Yes	\$16.50
				Quickbooks Premier	CCI Learning	CCI Learning Solutions	2017	9781553325253	No	Yes	\$87.50
MC	Winter	COMP-0556	Accounting Software	Sage 50 Premier Accounting Level 1	CCI Learning	CCI Learning Solutions	2017	9781553325123	No	Yes	\$55.00
MC	Winter	COMP-0563	Presentations and Promotions	No Textbook Required							
MC	Winter	COMP-0564	Software Applications 1	No Textbook Required							

MC & PC	Winter	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	Winter	COMP-0567	Software Capstone	No Textbook Required							
MC	Winter	COMP-0599	Graphic and Web Design	No Textbook Required							
MC	Winter	HRMG-0116	Personal and Career Development	ISE Interpersonal Skills in Organizations	Dowd, Schneider	McGraw Hill Ryderson Ltd	7th	9781264554614	No	Yes	\$118.50
MC	Winter	LAWG-0069	Real Estate & Trust Accounts	No Textbook Required							
MC	Winter	LAWG-0091	Private Law	No Textbook Required							
MC	Winter	MATH-0104	Office Mathematics	Mathematics of Business and Finance (w/Access)	Daisley	Vretta	4th	9781927737545	No	Yes	\$148.25
MC & PC	Winter	OFAD-0007	Medical Simulation	Working in a Health Services Environment	Ann Vadala	Northrose Educational Resources	2nd	9781775388425	No	Yes	\$100.75
MC	Winter	OFAD-0022	Office Procedures 1	No Textbook Required							
MC	Winter	OFAD-0023	Office Management 1	Developing Management Skills	David Whetton, Kim Cameron	Pearson	9th	9780133127478	No	Yes	\$190.50
MC & PC	Winter	OFAD-0024	Office Procedures 2	No Textbook Required							
MC	Winter	PEDV-0356	College Foundations	No Textbook Required							
MC	Winter	PSSY-0004	Organizational Behaviour	Canadian Organizational Behaviour W/Connect	McShane, Tasa, Steen	McGraw Hill Ryderson Ltd	11th	9781264160327	No	Yes	\$177.75