

Administrative Office Specialist Program E-text list

****Please be advised that all students are REQUIRED to have a textbook ****

Course Name:	Textbook Name, Publisher & ISBN:	Price Estimate:	Link to purchase Textbook:
ADMN 1001 Bookkeeping 1 (Textbook is also used for ADMN 1002 for the Bookkeeping Program)	College Accounting: A Practical Approach Publisher: Pearson ISBN E-TEXT: 9780136963936 ISBN HARDCOPY: 9780135222416	E-text starting at: \$90.00 Hardcopy starting at: \$217.99 **Please be advised this e-text is also used for ADMN 1002 course, if you are planning on taking this course next term, it is advised you purchase the longer expiry date**	https://www.pearson.com/en-ca/subject-catalog/p/college-accounting-a-practical-approach-canadian-edition/P200000002461/9780135222416
BCAP 1100 Microsoft Word Level 1	Microsoft Word 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: N/A ISBN HARDCOPY: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-word-365-2019-associate-certification-guide/

BCAP 1120 Microsoft Excel Level 1	Microsoft Excel 365 & 2019 Associate Publisher: CCI Learning ISBN E-TEXT: N/A ISBN HARDCOPY: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-excel-365-2019-associate-ca/
BCAP 1140 Microsoft PowerPoint	Microsoft PowerPoint 365 & 2019 Associate Publisher: CCI Learning ISBN: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-powerpoint-365-2019-associate-certification-guide/
BCAP 1160 Microsoft Outlook	Microsoft Outlook 365 & 2019 Associate Publisher: CCI Learning ISBN: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-outlook-365-2019-associate-ca/
BCAP 2100 Microsoft Word – Level 2	Microsoft Word 365 & 2019 Expert Publisher: CCI Learning ISBN: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-word-365-2019-expert-certification-guide/
BCAP 2120 Microsoft Excel – Level 2	Microsoft Excel 365 & 2019 Expert Publisher: CCI Learning ISBN: N/A	E-text starting at: \$39.99 Hardcopy starting at: \$79.00	https://store.ccilearning.com/product/microsoft-excel-365-2019-expert-certification-guide/