**OADM 120T Business Mathematics and Calculators**

 *Solving Business Problems Using a Calculator* by Mildred Polisky

 **Edition:** 6. **Publisher:** Glencoe McGraw-Hill **ISBN**: 0-07-830020-7

**OADM 130T Business English**

 *Canadian Business English* by Guffey /Witlox

 **Edition:** 7th. **Publisher:** Nelson Education Ltd. **ISBN**: 9780176582968

*Gregg Reference Manual* by Sabin, Millar, Strashok, Sine. (*Required*). **Edition:** 9th Canadian or latest. **Publisher:** McGraw-Hill Ryerson **ISBN:** 13: 9780071051156

 *Merriam Webster Collegiate Desk Dictionary (Recommended)* **Edition:** 10th or latest

**OADM 136T Human Relations and Office Procedures**

**OADM 135T Employment Strategies**

 *Administrative Procedures for the Canadian Office* by Laura Lee Kilgour et al.

 **Edition:** 10th **Publisher:** Pearson Education Canada **ISBN** 9780133951646

**OADM 136T Human Relations and Office Procedures**

*Personal Development for Life and Work by L. Ann Masters and Harold R. Wallace.* **Edition**: 10. Publisher: South Western, Cengage Learning **ISBN**:-13: 978-0-538-45023-2

**OADM 146T, Office Computer Applications I**

*Keyboard Mastery* with access code: **ISBN** 9780997560923

 Publisher: Ellsworth Publishing

**OADM** **147T** **Office Computer Applications II**

 *Skillbuilding Mastery* with access code **ISBN:** 9780997560916

 Publisher: Ellsworth Publishing

**OADM 121T Accounting I**

**OADM 122T Accounting II**

 *Basic Bookkeeping: An Office Simulation 8th Edition by Brooke C.W. Barker.*

**Publisher***:* Nelson **ISBN**-13:978-0-17-672122-0

 *Basic Bookkeeping: An Office Simulation 8th Edition Working Papers*

**Publisher***:* Nelson **ISBN**-13:978-0-17-682784-7

**OADM 123T Computerized Accounting**

*Using Sage 50, 2016*. M. Purbhoo, Pearson Education. Includes student DVD with data files and access code with instructions to download Sage 50 premium

**Publisher:** Pearson Education **ISBN**:-13: 9780134095998.

***Please note this text comes with access to Sage 50 – if you buy your text used, you will still need to purchase Sage access***

**OADM 146T Office Computer Applications I, II, III**

**147T, 148T**

**156T****Special Bundle # 2**  consisting of:

Benchmark Series: Microsoft Word 2019 (all three levels )
Benchmark Series: Excel 2019 Level 1 & 2
Benchmark Series: Access 2019 Level 1
Outlook 2019 (Denise Seguin)
Access codes for Cirrus and online workbook for each text

**Publisher:** Paradigm Education Solutions**ISBN: 9781792425646**

**Please note: We strongly recommend purchase of this bundle and the keyboarding texts through our bookstore. This bundle, and the keyboarding texts, come with access cards for publisher software included; used texts will not have access codes which are required for assigned coursework.**

Please Purchase a LAB ACCESS CARD (Available at the Bookstore) and at least one USB Drive/Memory Stick for saving your files