

BUSINESS, TECHNOLOGY & OUTDOOR TRAINING (BTOT) DEPT.

PROGRAM: Office Administration - Executive	LEVEL: 01	SEMESTER: Fall 2011	PAGE: 1 of 1
---	------------------	----------------------------	---------------------

Course Name & Number	Title & Edition	Author(s)	Publisher & ISBN #	Price	R/O*
Communications I (ENL7777)	The college writer: A guide to thinking, writing and researching. (4 th ed.)	VanderMey, R., Meyer, V., Van Rys, J., & Sebranek, P. (2012).	Boston: Cengage. ISBN: 13: 978-0-495-91583-6	\$ 107.65	R
Personal Finances (FIN7224)	The Wealthy Barber Latest Edition	David Chilton	FAC 0968394736		R
	Personal Finance 2 nd Canadian Edition	Jeff Madura & Hardeep Gill	Pearson 9780321751157	\$ 122.95	R
Math Skills (MAT7615)	Contemporary Mathematics for Business and Consumers, Brief Edition, Sixth Edition	Robert Brechner	South-Western 111152937X 9781111529376	\$ 157.75	R
Production Applications I (OFF7160)	Proofreading And Editing Precision (6 th Edition)	Pagel	South Western 978053845045 4	\$ 68.25	R
	121 Timed Writings with Skillbuilding Drills 7 th edition (2007)	Dean Clayton	Thomson/South-Western	\$ 53.85	R
	College Keyboarding Lessons 1-55 18 th Canadian Edition 2008	Van/Forde/Woo	Thomson Nelson 978 0 17 650285 0	\$ 120.45	R
Administrative Procedures I (OFF7161)	Administrative Procedures For The Canadian Office – Latest Edition	Kilgour/Kilgour Et Al	Pearson Education Canada 978 013 613911 9	\$ 138.35	R
Microcomputer Applications I (OFF7163)	Microsoft Windows XP – Illustrated Introductory Service Pack 2 Edition	Steven M. Johnson	Course Technology 1-4188-6041-7	\$ 55.95	R
	Microsoft Word 2007 Windows XP Edition Signature Series 2008	Nita Rutkosky	EMC Paradigm 978-0-76383-026-7	\$ 116.65	R