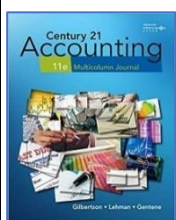


Office Administration Program Booklist January-April 2024 (Term 2)

- Use the titles, thumbnail pictures, and ISBN (International Standard Book Number) to buy the correct resources.
- Although eTextbooks tend to be cheaper, paperback or hardcopy texts are more convenient unless students have two monitors or are comfortable accessing eTextbooks on cell phones, tablets, or some other separate device.
- To access a link, hold down your Ctrl key and then click on the URL with your mouse. The website should pop open.
- Please note that access to most eTextbooks expires.
- Some publishers give 2 weeks free access to online learning materials (MindTap and Revel products). Use the free access to get started in a course right away.
- If you order the wrong learning resources, some publishers don't allow returns and others allow returns only within 2 weeks of purchase. Please read each publisher's return policy carefully when ordering.
- Contact your instructor if you have any questions or kinneyc@northernlakescollege.ca

ACCOUNTING (ACCT0105)



MindTap: Century 21 Accounting: Multicolumn Journal, 11th Edition (K12 Instant Access)

Authors: Gilbertson, Lehman, Gentene

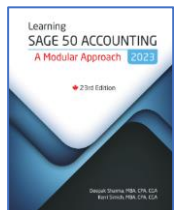
Publisher: Cengage, 2019

URL to MindTap & eTextbook: <https://www.cengage.ca/c/century-21-accounting-11e-gilbertson-lehman/9781337565424>

Must match ISBN when purchasing: 9781337565479

Price: Around \$53

- You have two weeks of free access, so you can begin working in MindTap right away.



Learning SAGE 50 ACCOUNTING: A Modular Approach 2023, 23rd Canadian edition

Authors: Deepak Sharma and Kerri Simich

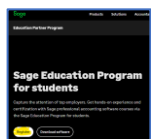
Print book recommended instead of the eBook unless students have 2 monitors or can access a secondary device such as a cell phone or tablet.

Option 1: Print Book:

- **URL:** <https://northrose.ca/system/books/learning-sage-50-accounting-a-modular-approach-2023-23rd-ed>
- **Print Price:** \$108.95 + applicable taxes and shipping costs
- **Print ISBN:** 9781989941560
- **Refunds/Returns/Exchanges:** In the event a text needs to be returned from a student directly, students are responsible for the return shipping costs and will be refunded the full price of the text on the condition that the protective seal has not been broken.

Option 2: eBook:

- **URL:** <https://www.campusebookstore.com/BundleDetail.aspx?ID=20000472>
- **180-day Price:** \$65.37 + applicable taxes
- **180-day ISBN:** 9781989941652



Sage 50 2023, Student Version software

- Please register for, download, install, and activate the free 2023 software for students at <https://www.sage.com/en-ca/about-us/education>
- Go to D2L and open your Accounting course. Find the helpful "Sage 50 Premium Acct 2023.0 Handout" in the "Welcome! Read Me First" section.

PRACTICUM (OADM0103)

All students and employer documents are posted in Brightspace/D2L.

- There are no textbooks for this course.
- Students will use office manuals/reference materials as provided by the supervising employers as a guide to learning the policies and procedures of the office.

KEYBOARDING I (OADM0101)



Typist

- If you are challenging Keyboarding I within the first week of the course's start date, use one or more of these free online typing programs to verify that you are typing at least 30 wpm with 85% accuracy in a three-minute timing. Then notify your instructor.
 - <https://sense-lang.org/typing>
 - <https://www.speedtypingonline.com/typing-test>
 - <https://www.typingclub.com>
 - <http://www.typing-lessons.org>
 - <https://www.keybr.com/typing-test> (In Settings, select book paragraphs.)
- If you purchased a subscription to Typist™ from TypistApp.ca within the past three years, do not purchase another subscription. Use this code to access Keyboarding II: NR93316. If you purchased it more than three years ago, contact typistcanada@gmail.com to obtain free access.
- If you will be using Typist™ for the first time, purchase a three-year subscription (around \$90) from TypistApp.ca. Enter this code: NR93316
- NOTE: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.

KEYBOARDING II (OADM0111)



Typist

- If you are challenging Keyboarding II within the first week of the course's start date, use a typing program to verify that you are typing at least 40 wpm with 85% accuracy in a five-minute timing. Then notify your instructor.
- If you have a Typist™ subscription, go to TypistApp.ca and take several Timed Writings.
- If you don't have a subscription to Typist™, you can test yourself with free programs such as
 - <https://sense-lang.org/typing>
 - <https://www.speedtypingonline.com/typing-test>
 - <https://www.typingclub.com>
 - <http://www.typing-lessons.org>
 - <https://www.keybr.com/typing-test> (In settings, select book paragraphs.)
- If you purchased a three-year subscription to Typist™ from TypistApp.ca last term, do not purchase another subscription. Use this code to access Keyboarding II: NR51174.
- If you will be using Typist™ for the first time, purchase a three-year subscription (around \$90) from TypistApp.ca. Enter this code: NR51174
- NOTE: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.

OFFICE SYSTEMS FOR MANAGING INFORMATION (COMP0119)



ON-GOING STUDENTS:

Administrative Procedures for the Canadian Office, 11th Canadian Edition

Authors: Kilgour, Kilgour, Rutherford, O'Neill-Scott, Burton, Shelton

Publisher: Pearson, 2023

- You used this eTextbook in Term 1 for Office Procedures (OADM 0105). If you purchased access from VitalSource or Pearson for 12 months or a lifetime, do not purchase this eTextbook again. Use the URL you used last term to access your eTextbook.

NEW STUDENTS:

Revel Administrative Procedures for the Canadian Office, 11e Canada Version

- Purchase the eTextbook and course materials for OSMI (Winter 2024) at <https://console.pearson.com/enrollment/mt7d7r>. Approximately \$80. You need this eTextbook again for the fall if you are enrolling in Office Procedures (OADM0105), so purchase 12-month access (access starts on date of purchase).
- You have 14 days of free access, so you can begin reading your eTextbook right away.



Baskeen, Cram, Duffy, Friedrichsen. (Copyright 2023. Published January 2022). MindTap for Illustrated Series Collection, Microsoft Office 365 & Office 2021, 2 terms Instant Access

Author: Beskeen, Cram, Duffy & Friedrichsen

Publisher: Cengage

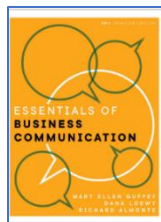
ON-GOING STUDENTS:

- You used this resource Term 1 for Business Applications and Operating Software (COMP0109). If you purchased access for two terms, do not purchase this resource again. Go to D2L and open your Office Systems for Managing Information course. Find and open this section: *** MINDTAP & eTEXTBOOK LINK ***

NEW STUDENTS:

- Purchase this resource by going to D2L and opening your Office Systems for Managing Information course. Find and open this section: *** MINDTAP & eTEXTBOOK LINK ***

WORKPLACE COMMUNICATIONS (BCOM 0111)



Essentials of Business Communication, 10th Edition

Authors: Mary Ellen Guffey, Dana Loewy, Richard Almonte

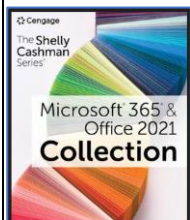
Publisher: Cengage

URL: <https://www.cengage.ca/c/essentials-of-business-communication-44-10th-edition-10e-guffey-loewy-almonte/9780176909659>

Must match ISBN when purchasing:

- Go to the “eTextbook/Hardcopy” tab. Select either ISBN 9781774747209 (eTextbook) or ISBN 9780176909659 (Hardcopy).
- Do not purchase MindTap.

WORD PROCESSING II (COMP0121)



MindTap for The Shelly Cashman Series Collection, Microsoft 365 & Office 2021, 1st Ed., 2 terms Instant Access

Authors: Cable/Freund/Monk/Sebok/Starks/Vermatt

Publisher: Cengage Learning, 2023

ON-GOING STUDENTS:

- You used this resource in Term 1 for Word Processing I (COMP0111). Students who purchased access for two terms should not purchase MindTap again. Go to D2L and open your Word Processing II course. Find and open this section: *** MINDTAP & eTEXTBOOK LINK ***

NEW STUDENTS:

- Purchase this resource by going to D2L and opening your Word Processing II course. Find and open this section: *** MINDTAP & eTEXTBOOK LINK ***
- You have two weeks of free access, so you can begin working in MindTap right away.