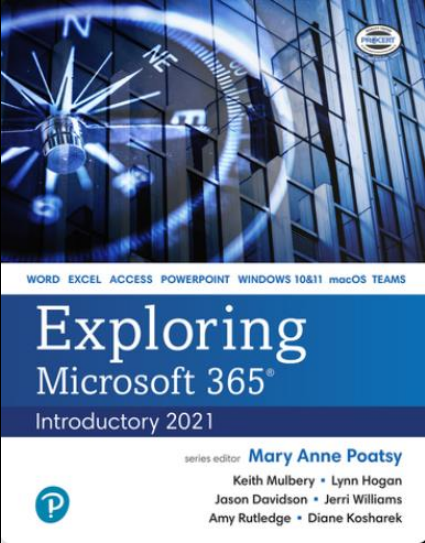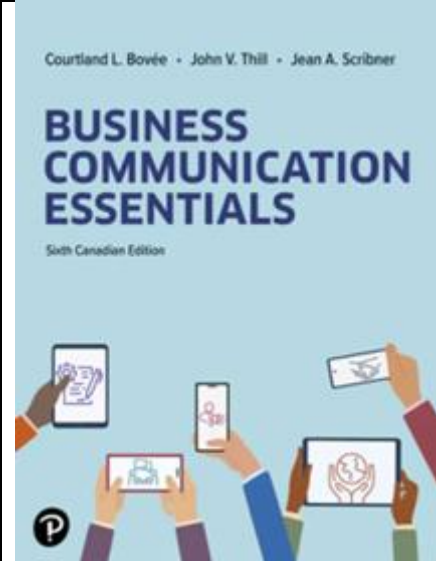# Business Administration Spring Booklist 2025

This program is supported in a Windows® environment and uses Microsoft® software and programs. As an NLC student, you can download Microsoft Office free through your student login. Computer/system requirements for NLC students can be found at the following link https://www.northernlakescollege.ca/my-nlc/faqs2.

The following are required textbooks for the Business Administration Courses. **When purchasing textbooks please check that you are purchasing the correct book by checking the ISBN numbers**. The links below are to publisher websites, you can purchase your book from other websites but ensure that those books come with the required programs.

| COMP1010 | | **Exploring Microsoft Office 365, Introductory 2021 Edition**
Author: Mary Poatsy
Publisher: Pearson
ISBN: 9780137693795

Purchase Here

NOTE
This is an e-textbook. Course assignments are located in the book. Students only require the eTextbook version, NOT the MyLab version because we do not use MyLab in this course.
To complete assignments students will need either
a) two computer monitors – one for displaying the assignment description and one for completing the assignment
b) one computer monitor along with a printed-off copy of the assignment (students are able to print of pages from the e-textbook).
- the course assignments are easiest to complete with a computer that uses a Windows operating system – Windows 11 or Windows 10. Students using a Mac computer might not be able to complete some assignments. |
| ENGL1110 | | **Business Communication Essentials, Canadian Edition, 6th edition**
MyLab Business Communication with Pearson eText for Business Communication Essentials, Canadian Edition

ISBN-13: 9780138083373 | Published 2025

Book information link: https://www.pearson.com/en-ca/subject-catalog/p/business-communication-essentials-canadian-edition/P200000010248/9780138083373

Purchase and Registration link:
https://www.pearson.com/en-ca/higher-education/products-services/mylab-and-mastering-login/students-get-registered.html

NOTE
MyLab Version (required) is different than the eTextbook only. Do not purchase the eTextbook. Be sure to click the "MyLab" tab and ensure the ISBN you select is correct. Purchasing the "MyLab" version gives you access to the eTextbook.
- ensure the ISBN you select is correct. |