

Applied Business Program FSJ 2024- 2025

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Prices & Titles are subject to change as texts arrive and as instructors make changes

Co	Course	Instructor	Text	ED	ISBN	Author	Price
APPLIED BUSINESS TECHNOLOGY							
	ABTC 111/151	S. Fraser	Fundamental Accounting Principles: Volume 1, plus Workbook 17 th Ed.	17th	9781265083793	Larson	\$ 179.95
	ABTC 112	S. Fraser	Keyboard Mastery Printed Book with online access card	2017	9780997560923	B. Ellsworth	\$ 119.95
	ABTC 119	S. Fraser	Computing Essentials 2023 Making IT Work for you		9781265263218	O'Leary	\$ 107.95
	ABTC 121	S. Fraser	Shelly Cashman Microsoft Office 365/Excel 2021 Comprehensive	2021	9780357676974	S. Cashman	\$ 180.95
	ABTC 133/153	S. Fraser	Shelly Cashman Series Microsoft office 365 Word 2021	2021	9780357677094	S. Cashman	\$ 180.95
	ABTC 154	S. Fraser	The Administrative Professional (Mindtap access, muliterm)	5	9781778412561		\$ 144.95
	ABTC 161	S. Fraser	Shelly Cashman Microsoft Office 365/Excel 2021 Comprehensive	2021	9780357676974	S. Cashman	\$ 180.95
	ABTC 165	S. Fraser	Canadian Business English	8th	9780176832193	E. Guffy	\$ 147.95
	ABTC 173	S. Fraser	Skill Building Mastery Keyboarding Printed Book		9780997560916	B. Ellsworth	\$ 128.95
		(student select either the printed book or the access code)	Keyboard Mastery online access code			B. Ellsworth	\$79.95
	ABTC 182	S. Fraser	Using Sage 50 Accounting, Canadian	2023	9780138103453		\$ 198.95
	ABTC 193	S. Fraser	Shelly Cashman Microsoft Office 365 & Publisher 2021 (Mindtap access, Multiterm)	2021	9780357360026	S. Cashman	\$ 140.95
	ABTC 195	S. Fraser	Essentials of Business Communication, Enhanced	11	9780176909659	E. Guffy	\$ 109.95
	Optional	S. Fraser	The Gregg Reference Manual	10th	9781264928033	W. Sabin	\$ 118.95
			NOTE: there are some courses which continue to use the same textbook throughout the year; hence those titles are listed more than once on this list.				
			NOTE: any courses not listed do not require a purchased textbook (ABTC 114, ABTC 120, ABTC 194)				

APPLIED BUSINESS TECHNOLOGY ONLINE						
ABTC 111	S. Umlah/C. Burt/M. Kinshenco	Fundamental Accounting Principles: Volume 1, plus Workbook	17th	9781265083793	Larson	\$179.95
ABTC 112	S. Umlah/C. Burt/M. Kinshenco	Keyboard Mastery Printed Book with online access card	2017	9780997560923	B. Ellsworth	\$ 119.95
	(student select either the printed book or the access code)	Keyboard Mastery online access code			B. Ellsworth	\$79.95
ABTC 121	S. Umlah/C. Burt/M. Kinshenco	Shelly Cashman Microsoft Office 365/Excel 2021 Comprehensive	2021	9780357676974	S. Cashman	\$180.95
ABTC 133	S. Umlah/C. Burt/M. Kinshenco	Shelly Cashman Series Microsoft Office 365 Word 2021	2021	9780357677094	S. Cashman	\$179.95
ABTC 154	S. Umlah/C. Burt/M. Kinshenco	The Administrative Professional (Mindtap access, muliterm)	5	9781778412561		\$167.95
ABTC 165	S. Umlah/C. Burt/M. Kinshenco	Canadian Business English	8th	9780176832193	E. Guffy	\$144.95
ABTC 182	S. Umlah/C. Burt/M. Kinshenco	Using Sage 50 Accounting, Canadian	2023	9780138103453		\$199.95
ABTC 193	S. Umlah/C. Burt/M. Kinshenco	Shelly Cashman Microsoft Office 365 & Publisher 2021 (Mindtap access, Multiterm)	2021	9780357119167	S. Cashman	\$140.95
ABTC 195	S. Umlah/C. Burt/M. Kinshenco	Essentials of Business Communication, Enhanced	11	9781778412813		\$101.95

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Must be returned within 20 days of the date of receipt.

Must be new and unused or with cellophane wrapped packages still sealed.

****Refunds are not available for Digital Versions of Textbooks that Require Access Codes***



