



Administrative Specialist Book List

Course Name	Book	ISBN	Publisher	Price
Practical PC	Your Digital Foundation	978-1-59136-828-1	Labyrinth	\$63.75
Word (All levels)	Microsoft Word 2016: Comprehensive	978-1-59136-834-2	Labyrinth	\$135.25
Excel (All levels)	Microsoft Excel 2016: Comprehensive	978-1-59136-846-5	Labyrinth	\$135.25
PowerPoint (Levels 1 & 2)	Microsoft PowerPoint 2016: Essentials	978-1-59136-858-8	Labyrinth	\$135.25
PowerPoint (Level 3)	Microsoft PowerPoint 2016: Level 3	978-159136-989-9	Labyrinth	\$45.50
Outlook Basic	Microsoft Outlook 2016: Fastcourse	978-1-59136-954-7	Labyrinth	\$24.75
Access (Levels 1 & 2)	Microsoft Acces 2016: Essentials	978-1-59136-867-0	Labyrinth	\$135.25
Access (Level 3)	Microsoft Acces 2016: Level 3	978-159136-990-5	Labyrinth	\$45.50
Customer Service Skills	Customer Service Fundamentals	Career Tech Services, Orilla, ON		\$32.00
Interpersonal Communication	Interpersonal Communications	Career Tech Services, Orilla, ON		\$32.00
Administrative Assistant Skills	Essential Skills for Administrative Support Professionals	Career Tech Services, Orilla, ON		\$32.00
Time Management	Effective Time Management	Career Tech Services, Orilla, ON		\$32.00
Business Decision Making Strategies	Problem Solving and Decision Making Strategies	Career Tech Services, Orilla, ON		\$32.00
Fundamental Accounting Concepts	ACCOUNTING BASICS: An Introduction for Non-Accounting Majors	978-159136-692-8	Labyrinth	\$53.50
QuickBooks	QuickBooks 2018: Comprehensive	978-1-64061-004-0	Labyrinth	\$123.50
Career Development	The Job Searcher's Handbook, 4th Edition	978-0-13-235602-2	Prentice Hall	\$66.65

Total Books \$1,124.15

Current Tax Rates:

7.85% Alton Campus, 8.35% Fairview Campus

Media Fee (no tax) \$60.00

TOTAL (before tax) \$1,184.15

Optional Industry Microsoft Office Specialist Exams (4)

\$150.00 ea.