

Course List	<u>Term</u> FULL TIME	<u>Campus</u> PRINCE ALBERT	<u>Location</u> PRINCE ALBERT BKSTR
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PROGRAM

OA - OFFICE ADMINISTRATION

COURSE: OFFICE ADMIN OFFICE ADMINISTRATION SEM 2 COMMENT:

LEVEL SEM 1 INSTRUCTOR BOMPHRAY, ERIN

COMMENT FALL 2022

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 22 /	Required
KILGOUR / ADMINISTRATIVE PROCEDURES FOR THE CANADIAN OFFICE PLUS CAMPANION WEBSITE EBOOK	PA / / 10	Required
TYPIST INC / TYPIST SUBSCRIPTION 3 YEAR	NO / 19 /	Required
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required
SLATER / COLLEGE ACCOUNTING (14TH CANADIAN ED)	PA / 20 /	Required
NORDELL / MICROSOFT OUTLOOK 365 COMPLETE IN PRACTICE 2019	SP / 19 /	Required
OA / OPRO 105 OFFICE PROCEDURES COURSE MANUAL 2022 2023	SW / 22 /	Required
SABIN / THE GREGG REFERENCE MANUAL EBOOK	NO / / 10	Optional

COURSE: OFFICE ADMIN OFFICE ADMINISTRATION SEM 2 COMMENT:

LEVEL SEM 2 INSTRUCTOR BOMPHRAY, ERIN

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 22 /	Required
OE / OPRO 133 RECORDS MANAGEMENT STUDENT PACKAGE	SW / 22 /	Required
DEVITO / MESSAGES (CANADIAN ED)	PA / 16 / 5	Required
OPRO 133 2022 OA RECORDS MANAGEMENT KIT	/ /	Required
LAWRENCE / MEDICAL TERMINOLOGY CONNECTING THROUGH LANGUAGE	PA / 16 / 3	Required
KILGOUR / ADMINISTRATIVE PROCEDURES FOR THE CANADIAN OFFICE PLUS CAMPANION WEBSITE EBOOK	PA / / 10	Required
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS	PA / / 10	Required
PURBHOO / USING SAGE 50 2021 WITH MYLAB ACCOUNTING BUNDLE PLUS 14MONTH TRIAL SOFTWARE	NO / / 1	Required
SABIN / THE GREGG REFERENCE MANUAL EBOOK	NO / / 10	Optional

* Prices listed are estimates, and are subject to change without notice.