

<b>Course List</b>	<u>Term</u> 2024BWOO-PRI	<u>Campus</u> PRINCE ALBERT	<u>Location</u> PRINCE ALBERT BKSTR
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PROGRAM  
OA - OFFICE ADMINISTRATION

<b>COURSE:</b>	ACCT 105 ACCOUNTING	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 1	<u>INSTRUCTOR</u>	PETRUK, BEV
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
INFORMATION / TEXTBOOK IN DIGITAL FORMAT ONLY	NO / /	Required	\$0.00
SLATER / COLLEGE ACCOUNTING A PRACTICAL APPROACH WITH	DC / / 15	Required	\$99.55

<b>COURSE:</b>	ACCT 136 AUTOMATED ACCOUNTING	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 2	<u>INSTRUCTOR</u>	TIENKAMP, CHRISTINE
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
PURBHOO / USING SAGE 50 ACCOUNTING 2023	SP / 24 /	Required	\$184.00

<b>COURSE:</b>	BCOM 100 BUSINESS COMMUNICATIONS 1	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 1	<u>INSTRUCTOR</u>	MORTIMER, ROGER
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95

<b>COURSE:</b>	BCOM 102 BUSINESS COMMUNICATIONS 2	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 2	<u>INSTRUCTOR</u>	TBD
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS	PA / / 10	Required	\$113.95

<b>COURSE:</b>	CKEY 101 CKEY 101	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 1	<u>INSTRUCTOR</u>	LETENDRE, ANGELA
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
INFORMATION / TEXTBOOK IN DIGITAL FORMAT ONLY	NO / /	Required	\$0.00

<b>COURSE:</b>	CKEY 102 KEYBOARDING 2	<b>COMMENT:</b>
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<u>LEVEL</u>	SEM 2	<u>INSTRUCTOR</u>	LETENDRE, ANGELA
<u>COMMENT</u>	JAN 2025		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
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\* Prices listed are estimates, and are subject to change without notice.

INFORMATION / TEXTBOOK IN DIGITAL  
FORMAT ONLY

NO / /

Required

\$0.00

COURSE:		COAP 115 WORD PROCESSING 1		COMMENT:
LEVEL	SEM 1	INSTRUCTOR	AMONSON, BEV	
COMMENT	JAN 2025			
Description	BD/CP/ED	Req/Rec/Opt	New	
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 24 /	Required	\$20.00	
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$113.45	

COURSE:		COAP 116 WORD PROCESSING 2		COMMENT:
LEVEL	SEM 2	INSTRUCTOR	AMONSON, BEV	
COMMENT	JAN 2025			
Description	BD/CP/ED	Req/Rec/Opt	New	
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 24 /	Required	\$20.00	
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$113.45	

COURSE:		COAP 117 SPREADSHEET APPLICATIONS		COMMENT:
LEVEL	SEM 1	INSTRUCTOR	PETRUK, BEV	
COMMENT	JAN 2025			
Description	BD/CP/ED	Req/Rec/Opt	New	
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$113.45	

COURSE:		COAP 138 COMPUTER SUITE APPLICATIONS		COMMENT:
LEVEL	SEM 2	INSTRUCTOR	PETRUK, BEV	
COMMENT	JAN 2025			
Description	BD/CP/ED	Req/Rec/Opt	New	
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$113.45	

COURSE:		COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE		COMMENT:
LEVEL	SEM 1	INSTRUCTOR	PETRUK, BEV	
COMMENT	JAN 2025			
Description	BD/CP/ED	Req/Rec/Opt	New	
OA / COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES	SW / 24 /	Required	\$28.35	

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<b>COURSE:</b>	IPSK 100 INTERPERSONAL COMMUNICATIONS	<b>COMMENT:</b>
<b>LEVEL</b>	SEM 2	<b>INSTRUCTOR</b> SUNDBY, BRENDA
<b>COMMENT</b>	JAN 2025	

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
DEVITO / MESSAGES (CANADIAN ED)	PA / 16 / 5	Required	\$137.00

<b>COURSE:</b>	MTER 200 MEDICAL TERMINOLOGY	<b>COMMENT:</b>
<b>LEVEL</b>	SEM 2	<b>INSTRUCTOR</b> PETRUK, BEV
<b>COMMENT</b>	JAN 2025	

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
LAWRENCE / MEDICAL TERMINOLOGY CONNECTING THROUGH LANGUAGE	PA / 18 /	Required	\$150.00

<b>COURSE:</b>	OPRO 105 OFFICE PROCEDURES	<b>COMMENT:</b>
<b>LEVEL</b>	SEM 1	<b>INSTRUCTOR</b> LETENDRE, ANGELA
<b>COMMENT</b>	JAN 2025	

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
INFORMATION / TEXTBOOK IN DIGITAL FORMAT ONLY	NO / /	Required	\$0.00
OA / OPRO 105 OFFICE PROCEDURES COURSE MANUAL 2024/2025	SW / 24 /	Optional	\$12.15

<b>COURSE:</b>	OPRO 133 RECORDS AND INFORMATION MANAGEMENT	<b>COMMENT:</b>
<b>LEVEL</b>	SEM 2	<b>INSTRUCTOR</b> LETENDRE, ANGELA
<b>COMMENT</b>	JAN 2025	

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
OE / OPRO 133 RECORDS MANAGEMENT STUDENT PACKAGE 2024/2025	SW / 24 / 10	Required	\$16.90

<b>COURSE:</b>	PROF 103 PROFESSIONAL DEVELOPMENT	<b>COMMENT:</b>
<b>LEVEL</b>	SEM 2	<b>INSTRUCTOR</b> TBD
<b>COMMENT</b>	JAN 2025	

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
INFORMATION / TEXTBOOK IN DIGITAL FORMAT ONLY	NO / /	Required	\$0.00

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