

Course List	<u>Term</u> 2024LRCG-Regio	<u>Campus</u> REGIONAL COLLEGES	<u>Location</u> PRINCE ALBERT BKSTR
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PROGRAM
CTRC - CARLTON TRAIL REGIONAL COLLEGE

COURSE: OA OFFICE ADMINISTRATION

LEVEL: SEMESTER 1 **INSTRUCTOR:** TBD

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 23 /	Required	\$17.15
TYPIST INC / TYPIST SUBSCRIPTION 3 YEAR	DC / 19 /	Required	\$106.25
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95
OA / OPRO 105 OFFICE PROCEDURES COURSE MANUAL 2024/2025	SW / 23 /	Required	\$10.40
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$112.15
SLATER / COLLEGE ACCOUNTING A PRACTICAL APPROACH WITH	DC / / 15	Required	\$99.55
KILGOUR / ADMINISTRATIVE PROCEDURES FOR THE CANADIAN OFFICE LIFETIME	DC / 24 / 11	Required	\$95.00
OA / COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES	SW / 24 /	Required	\$8.50
GUFFEY / CANADIAN BUSINESS ENGLISH DIGITAL 1 YEAR	DC / 21 / 8	Required	\$77.00

COURSE: OA OFFICE ADMINISTRATION

LEVEL: SEMESTER 2 **INSTRUCTOR:** TBD

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 23 /	Required	\$17.15
OE / OPRO 133 RECORDS MANAGEMENT STUDENT PACKAGE 2024/2025	SW / 23 / 10	Required	\$15.00
DEVITO / MESSAGES (CANADIAN ED)	PA / 16 / 5	Required	\$127.00
OPRO 133 2024 / 2024 OA RECORDS MANAGEMENT KIT	/ /	Required	\$33.15
TYPIST INC / TYPIST SUBSCRIPTION 3 YEAR	DC / 19 /	Required	\$106.25
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS	PA / / 10	Required	\$113.95
RUTKOSKY / MICROSOFT 365 WORD EXCEL ACCESS AND POWERPOINT BENCHMARK	SP / /	Required	\$112.15

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

DEVITO / MESSAGES BUILDING INTERPERSONAL COMMUNICATION SKILLS	DC / / 5	Required	\$58.00
STARKS / MICROSOFT PUB 2019 CUSTOM PUB 365 ACCESS CODE	DC / / 1	Required	\$35.95
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS ACCESS CODE	DC / / 10	Required	\$68.95
PURBHOO / USING SAGE 50 ACCOUNTING 2023	SP / 24 /	Required	\$184.00
PURBHOO / USING SAGE 50 ACCOUNTING 2023 180 EBOOK	DC / 24 /	Required	\$105.00
GUFFEY / CANADIAN BUSINESS ENGLISH DIGITAL 1 YEAR	DC / 21 / 8	Required	\$77.00