

Course List		<u>Term</u>	<u>Campus</u>	<u>Location</u>	
		FULL-TIME	PRINCE ALBERT	PRINCE ALBERT CSTORE	
PROGRAM					
OA - OFFICE ADMINISTRATION					
<u>LEVEL</u>	SEM 1	<u>INSTRUCTOR</u>	TIENKAMP, CHRISTINE		
<u>Description</u>			<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>
COURSE:	ACCT 105	COLLEGE ACCOUNTING: A PRACTICAL APPROACH			
LARSON / FUNDAMENTAL ACCOUNTING PRINCIPLES VOLUME 1 TEXT ONLY			978-1-265-70468-1	NO / / 18	Required
COURSE:	BCOM 100	BUSINESS COMMUNICATIONS 1			
GUFFEY / CANADIAN BUSINESS ENGLISH			978-0-17-683219-3	PA / 21 / 8	Required
COURSE:	CKEY 101	KEYBOARDING 1			
INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI ACCESS CODES			20271336	NO / /	Required
<u>LEVEL</u>	SEM 2	<u>INSTRUCTOR</u>	TBD		
<u>Description</u>			<u>Cat/ISBN/SKU</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>
COURSE:	ACCT 136	AUTOMATED ACCOUNTING			
PURBHOO / USING SAGE 50 ACCOUNTING 2023			978-0-13-810345-3	SP / 24 /	Required
COURSE:	BCOM 102	BUSINESS COMMUNICATIONS			
GUFFEY / CANADIAN BUSINESS ENGLISH			978-0-17-683219-3	PA / 21 / 8	Required
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS			978-0-17-690965-9	PA / / 10	Required
COURSE:	CKEY 102	KEYBOARDING 2			
INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI ACCESS CODES			20271336	NO / /	Required
COURSE:	COAP 116	WORD PROCESSING 2			
INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI ACCESS CODES			20271336	NO / /	Required
COURSE:	IPSK 100	INTERPERSONAL COMMUNICATIONS			
DEVITO / MESSAGES (CANADIAN ED)			978-0-13-308167-1	PA / 16 / 5	Required
COURSE:	MTER 200	MEDICAL TERMINOLOGY			
LAWRENCE / MEDICAL TERMINOLOGY CONNECTING THROUGH LANGUAGE			978-0-7638-6826-0	PA / 18 /	Required
COURSE:	OPRO 105	OFFICE PROCEDURES			
ELLUL / MODERN OFFICE ADMINISTRATION			978-1-989941-85-0	PA / 25 / 1	Required