

Course List		<u>Term</u>	<u>Campus</u>	<u>Location</u>		
		FULL-TIME	PRINCE ALBERT	PRINCE ALBERT CSTORE		
<u>PROGRAM</u>						
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>	<u>New</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	\$139.95 0
COURSE:	BCOM 100 BUSINESS COMMUNICATIONS 1					
GUFFEY / CANADIAN BUSINESS ENGLISH			978-0-17-683219-3	PA / 21 / 8	Required	\$136.95 0
COURSE:	CKEY 101 KEYBOARDING 1					
INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI			20271336	NO / /	Required	\$0.00 0
COURSE:	COAP 115 WORD PROCESSING 1					
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE			20100667	SW / 24 /	Optional	\$20.00 11
COURSE:	COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES					
OA / COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES			20397999	SW / 24 /	Optional	\$28.35 38
<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>	<u>New</u>
COURSE:	ACCT 136 AUTOMATED ACCOUNTING					
PURBHOO / USING SAGE 50 ACCOUNTING 2023			978-0-13-810345-3	SP / 24 /	Required	\$194.00 18
COURSE:	BCOM 102 BUSINESS COMMUNICATIONS					
GUFFEY / CANADIAN BUSINESS ENGLISH			978-0-17-683219-3	PA / 21 / 8	Required	\$136.95 0
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS			978-0-17-690965-9	PA / / 10	Required	\$113.95 0
COURSE:	CKEY 102 KEYBOARDING 2					
INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI			20271336	NO / /	Required	\$0.00 0
COURSE:	COAP 116 WORD PROCESSING 2					
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE			20100667	SW / 24 /	Optional	\$20.00 11
Report ID: 289		Page 1 of 2		Date Printed		04/07/2025

INFORMATION / PURCHASE REQUIRED ETEXT(S) ON OUR WEBSITE UNDER CEI	20271336	NO / /	Required	\$0.00 0
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COURSE: IPSK 100 INTERPERSONAL COMMUNICATIONS

DEVITO / MESSAGES (CANADIAN ED)	978-0-13-308167-1	PA / 16 / 5	Required	\$137.00 1
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COURSE: MTER 200 MEDICAL TERMINOLOGY

LAWRENCE / MEDICAL TERMINOLOGY CONNECTING THROUGH LANGUAGE	978-0-7638-6826-0	PA / 18 /	Required	\$150.00 16
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COURSE: OPRO 105 OFFICE PROCEDURES

OA / OPRO 105 OFFICE PROCEDURES COURSE MANUAL 2025/2025	20365554	SW / 24 /	Optional	\$12.15 3
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ELLUL / MODERN OFFICE ADMINISTRATION	978-1-989941-85-0	PA / 25 / 1	Required	\$0.00 0
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**COURSE: OPRO 133 RECORDS AND INFORMATION
MANAGEMENT**

OE / OPRO 133 RECORDS MANAGEMENT STUDENT PACKAGE 2025/2026	20132514	SW / 24 / 10	Optional	\$16.90 16
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