

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					
SLATER / COLLEGE ACCOUNTING EBOOK 180 DAY					978-0-13-762776-9	DC / / 15	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