

<b>Course List</b>	<u>Term</u> FULL TIME	<u>Campus</u> REGINA	<u>Location</u> REGINA BOOKSTORE
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**PROGRAM**  
OA - OFFICE ADMINISTRATION

<b>COURSE:</b>	SEMESTER 1	SEMESTER 1	<b>COMMENT:</b>
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<b>LEVEL</b>	SM 1	<b>INSTRUCTOR</b>	CHUN, JOLEEN
<b>COMMENT</b>	2024 JAN 6 START DATE		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 24 /	Optional	\$20.00
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95
OA / OPRO 105 OFFICE PROCEDURES COURSE MANUAL 2024/2025	SW / 24 /	Optional	\$12.15
INFO / DIGITAL MATERIAL IS ON THE CEI OR VITALSOURCE TAB	DC / /	Required	\$0.00
OA / COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES	SW / 24 /	Optional	\$28.35

<b>COURSE:</b>	SEMESTER 2	SEMESTER 2	<b>COMMENT:</b>
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<b>LEVEL</b>	SM 2	<b>INSTRUCTOR</b>	CHUN, JOLEEN
<b>COMMENT</b>	2024 JAN 6 START DATE		

<u>Description</u>	<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
OA / COAP 115 & 116 VISUAL IDENTITY GUIDE	SW / 24 /	Optional	\$20.00
OE / OPRO 133 RECORDS MANAGEMENT STUDENT PACKAGE 2024/2025	SW / 24 / 10	Optional	\$16.90
DEVITO / MESSAGES (CANADIAN ED)	PA / 16 / 5	Required	\$137.00
LAWRENCE / MEDICAL TERMINOLOGY CONNECTING THROUGH LANGUAGE	PA / 18 /	Required	\$150.00
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 21 / 8	Required	\$136.95
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATIONS	PA / / 10	Required	\$113.95
INFO / DIGITAL MATERIAL IS ON THE CEI OR VITALSOURCE TAB	DC / /	Required	\$0.00
PURBHOO / USING SAGE 50 ACCOUNTING 2023	SP / 24 /	Required	\$184.00

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