

| Course List                                            |      | <u>Term</u>       | <u>Campus</u> | <u>Location</u> |
|--------------------------------------------------------|------|-------------------|---------------|-----------------|
|                                                        |      | 2025BWAS          | REGINA        | REGINA CSTORE   |
| <u>DEPARTMENT</u>                                      |      |                   |               |                 |
| OA - OFFICE ADMINISTRATION                             |      |                   |               |                 |
| COURSE: OA SEMESTER 1 OFFICE ADMINISTRATION SEMESTER 1 |      |                   |               |                 |
| <u>SECTION</u>                                         | SM 1 | <u>INSTRUCTOR</u> | CHUN, JOLEEN  |                 |

| <u>Description</u>                                                                | <u>Cat/ISBN/SKU</u> | <u>BD/CP/ED</u> | <u>Req/Rec/Opt</u> |
|-----------------------------------------------------------------------------------|---------------------|-----------------|--------------------|
| ELLUL / MODERN OFFICE ADMINISTRATION                                              | 978-1-989941-85-0   | PA / 25 / 1     | Required           |
| GUFFEY / CANADIAN BUSINESS ENGLISH                                                | 978-0-17-683219-3   | PA / 21 / 8     | Required           |
| INFO / DIGITAL MATERIAL IS ON THE CEI OR VITALSOURCE TAB                          | 20388423            | DC / /          | Required           |
| OA / COAP 115 & 116 VISUAL IDENTITY GUIDE                                         | 20100667            | SW / 25 /       | Optional           |
| OA / COMP 115 INTRODUCTION TO ORGANIZATIONAL OFFICE TECHNOLOGIES STUDENT2025-2026 | 20397999            | SW / 25 /       | Optional           |