

Course List	<u>Term</u> Full-time	<u>Campus</u> WASCANA	<u>Location</u> WASCANA BOOKSTORE
--------------------	--------------------------	--------------------------	--------------------------------------

PROGRAM
OE - OFFICE EDUCATION

<u>LEVEL</u>	ALL	<u>INSTRUCTOR</u>	BRAY, AL
<u>COMMENT</u>	2011		

<u>Description</u>		<u>BD/CP/ED</u>	<u>Req/Rec/Opt</u>	<u>New</u>
COURSE:	OFFICE EDUCATION OFFICE EDUCATION	COMMENT:		

MERRIAM-WEBSTER / MERRIAM-WEBSTER DICTIONARY NEW ED	PA / 04 /	Optional	\$8.95
OE / VISID OFFICE EDUCATION VISUAL GUIDE	SW / 11 /	Required	\$8.75
GUFFEY / ESSENTIALS OF BUSINESS COMMUNICATION (6TH CANADIAN ED)	PA / 10 /	Required	\$83.95
GUFFEY / CANADIAN BUSINESS ENGLISH	PA / 09 / 5	Required	\$80.95
KILGOUR / ADMINISTRATIVE PROCEDURES FOR THE CANADIAN OFFICE	PA / 10 / 8	Required	\$128.75
SABIN / GREGG REFERENCE MANUAL W CONNECT ACCESS CARD	NO / / 8C	Required	\$76.95
OE / COAP 115 WINDOWS 7 FILE MGMT COURSEPACK	NO / /	Required	\$3.80
OE / BCOM 103 INTERPERSONAL COMMUNICATIONS COURSEPACK	NO / /	Required	\$11.95
OE / OPRO 133 RECORDS MANAGEMENT COURSEPACK	SW / 11 /	Required	\$15.70
PURBHOO / USING SIMPLY ACCOUNTING BY SAGE PREMIUM 2010	NO / 11 /	Required	\$129.55
VAN HUSS / COLLEGE KEYBOARDING LESSONS 1-25 KEYBOARDING COURSE	NO / / 18	Required	\$119.95
OE / OPRO 100 OFFICE PROCEDURES COURSEPACK	NO / 11 /	Required	\$33.50
NORDELL / MICROSOFT OUTLOOK 2010	SP / 12 /	Required	\$82.60
READ / RECORDS MANAGEMENT	NO / 11 / 9	Required	\$133.95
GASKIN / GO! WITH MICROSOFT PUBLISHER 2010 COMPREHENSIVE (W/CD ONLY)	PA / 12 /	Required	\$81.90
RUTKOSKY / SIGNATURE SERIES MICROSOFT WORD 2010	NO / /	Required	\$109.05
SLATER / COLLEGE ACCOUNTING W/STUDY GUIDE/WORK PPRS, MyAccounting Lab	NO / / 11	Required	\$159.95
RUTKOSKY / MICROSOFT OFFICE 2010 TEXT/CD/180 DAY TRIAL SOFTWARE	SP / /	Required	\$130.50

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

