University College of the North

Office Assistant (Accounting Stream) - Thompson Winter Term
2024/2025 Booklist

Course					
Number	Name	Text	Publisher	ISBN	PRICE
Term 30 Winter Ter					
UC.ART.1342	**Professional Development**	**textbook not required**			
UC.MGT.1022	**Basic Accounting 2**	Accounting Principles 9th Cdn Ed Vol.1 w/WileyPlus (same as MGT.1012)	John Wiley & Sons	9781119786887	
		Calculator BAII Plus (same as MGT.1012)	Win-Leader Corp	07178	
UC.MGT.1120	**Computerized Accounting - Small Business**	Using Sage Accounting 2024	Pearson Canada	9780138299668	198.70
UC.MGT.1804	**Business Correspondence & Document Formatting**	Professional Business Writing (same as ART.1310)	Logitell	9782898216428	
UC.MGT.1840	**Office Procedures**	The Administrative Professional 5th Ed w/Mindtap	Cengage Learning Inc.	9781778416569	168.45
UC.MGT.1849	**Spreadsheet and Database Management**	NP MS Office 365 Excel & Access Comprehensive	Cengage Learning Canada	9798214414089	248.35
		Headset with mic required for all courses		Subtotal	615.50
		Price dependent on course selection		PST	0.00
		Prices subject to change		GST	30.78
		Items required for connectivity may be ordered through the bookstore		**Total**	646.28