University College of the North

Office Assistant (General 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.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	416.80
		Price dependent on course selection		PST	#REF!
		Prices subject to change		GST	20.84
		Items required for connectivity may be ordered through the bookstore		Total	#REF!