



University College
of the North

**Office Assistant (Medical Major)- Thompson Fall Term
2022/2023 Booklist**

Course					
Number	Name	Text	Publisher	ISBN	PRICE
Term 20 Fall Term					
UC.ART.1310	Communications	Canadian Business English w/MindTap 8th ed	Cengage Learning Inc.	9781774740361	150.05
		Oxford Mini Thesaurus	Oxford University Press	9780199666140	8.95
		Oxford Canadian Dictionary	Oxford University Press	9780195424393	29.95
UC.MGT.1603	Introduction to Keyboarding	text not required			
UC.MGT.1604	Keyboarding	text not required			
UC.MGT.1632	MS Word	Shelly Cashman MS Office 365 & Word 2019 Comprehensive	Cengage Learning Inc.	9780357026427	170.60
		8GB USB	UCN Bookstore	NU8GB	8.90
		if not enrolled in MGT.1715 or MGT.1674 student will also require:			
		MindTap for Shelly Cashman MS Office 365/Office 2019	Cengage Learning Inc. (via CEI)	9780357119167	107.95
UC.MGT.1674	MS Power Point & Publisher	Shelly Cashman MS Office 365 PowerPoint 2019 Comprehensive	Cengage Learning Inc.	9780357026410	170.60
		if not enrolled in MGT.1715 or MGT.1632 student will also require:			
		MindTap for Shelly Cashman MS Office 365/Office 2019	Cengage Learning Inc. (via CEI)	9780357119167	107.95
UC.MGT.1715	Computer Concepts	Shelly Cashman MS Outlook 2019 Comprehensive w/MindTap	Cengage Learning Inc.	9780357324288	134.95
UC.MGT.1803	Filing and Records Management	Glencoe Filing Made Easy 4th Ed	McGraw Hill Ryerson	9780028138312	107.95
UC.NUR.0100	Medical Terminology	Introduction to Medical Terminology 3rd ed w/MindTap	Cengage Learning Inc.	9781337810654	255.90
		Headset with mic required for all courses		Subtotal	1253.75
		Price dependent on course selection		PST	0.62
		Prices subject to change		GST	62.69
		Items required for connectivity may be ordered through the bookstore		Total	1317.06