



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

Course					
Number	Name	Text	Publisher	ISBN	PRICE
Term 30 Winter Term					
UC.ART.1342	Professional Development	textbook not required			
UC.MGT.1015	Medical Transcription	Medical Transcription w/student CD	Kendall Hunt Publishing	9780763831097	191.95
		Start-Stop Universal Student Transcription System	HTH Engineering Inc.	20715	154.75
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	763.50
		Price dependent on course selection		PST	10.83
		Prices subject to change		GST	38.18
		Items required for connectivity may be ordered through the bookstore		Total	812.51