University College of the North

Office Assistant Certificate - THE PAS

2022/2023 Booklist

Course	Course Name				
Term 20	**Fall Term**	**Title**	**Publisher**	**ISBN**	**Price**
UC.ART.1310	Communications	Canadian Business English w/Mindtap 8th	Cengage	9781774740361	150.10
		Oxford Canadian Dictionary	Oxford University Press	9780195424393	29,95
		Oxford Mini Thesaurus	Oxford University Press	9780199666140	7.25
UC.MGT.1012 *Acctg Stream	Basic Accounting 1	Accounting Principles Vol 1 9e Cdn	John Wiley	9781119786887	150.15
		Calculator Texas Instruments BAII Plus Financial	UCN Bookstore	07178	40.35
UC.MGT.1603	Intro 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	9780357026427	170.60
		***Students not registered in MGT.1715 will have to purchase Mindtap access separately.**	CEI	9780357119167	107.95
		1 USB Drive 8 GB Memory Stick		NU8GB	8.90
UC.MGT 1674	MS PowerPoint & Publisher	*Shelly Cashman MS PowerPoint 2019 Comprehensive	Cengage	9780357026410	
		***Students not registered in MGT.1715 will have to purchase Mindtap access separately.**	CEI	9780357119167	107.95
UC.MGT.1715	Computer Concepts	Shelly Cashman MS Outlook 2019 Comprehensive bundled w/Mindtap	Cengage	9780357324288	
UC.MGT.1803	Filing and Records Management	Filing Made Easy 4e	McGraw Hill	9780028138312	107.95
UC.NUR.0100 *Medical Stream	Medical Terminology	Introduction to Medical Terminology 3rd ed Pkg with Mindtap	Cengage	9781337810654	
		Headset with mic required for all courses	UCN Bookstore	50288	29.00
				sub-total	**880.20**
				PST	**5.48**
				GST	**44.01**
		Prices are subject to change		**Total**	**929.69**