



Office Assistant Certificate - THE PAS

2024/2025 Booklist

Term 30	Course	Course Name	Title	Publisher	ISBN	Price
	UC.ART.1342	Professional Development	Professionalism: Skills for Workplace Success 4e	Pearson Canada	9780321959447	126.00
	UC.MGT.1015 *Medical Stream	Medical Transcription	Medical Transcription 3rd ed with Student CD	Kendall Hunt Publishing	9780763831097	191.95
			Medical Terminology Pocket Guide	Kendall Hunt Publishing	9780763885656	31.30
			Start-Stop Universal Student Transcription System	HTH Engineering Inc	36010-IDL	159.50
			Headset (same as NUR.0100)			
			USB 8GB Memory Stick (or higher GB)			
	UC.MGT.1022 *Acctg Stream	Basic Accounting II				
	UC.MGT.1120 *Acctg Stream	Computerized Accounting	Using Sage 50 Accounting 2024 1e Cdn	Pearson Canada	9780138299668	198.70
	UC.MGT.1620	Skillbuilding	same as 1603 & 1604			
	UC.MGT.1804	Business Correspondence & Doc Format	Administrative Assistant Simulated Projects	Northrose Educational Services	9781989941775	85.30
	UC.MGT.1840	Office Procedures	The Admin Professional w/Mindtap	Cengage	9781778416569	168.45
			The Pittman Office Handbook 8e	Pearson	9780321805720	102.60
	UC.MGT.1849	Spreadsheet & Database Management	New Perspectives MS Office 365 Excel & Access Comprehensive	Cengage	9798214414089	248.35
					sub-total	1312.15
					PST	
			Prices dependant on courses chosen		GST	65.61
			Prices are subject to change		Total	1377.76