

Office Administration Certificate – Year 1 (Fall Semester)

COURSE NUMBER	COURSE NAME	REGISTRATION SECTIONS		BOOK TITLE
OFFI 0102	Keyboarding	AURORA	OFFI 0102 / LECTURE / AIN1	<b>DO NOT PURCHASE UNTIL TEST IS DONE</b> Roggenkamp, King & Kapper. Paradigm Keyboarding & Applications I, 7th Ed. Sessions 1-30 (Paradigm ) <b>ISBN:</b>
		THEBACHA	OFFI 0102 / LECTURE / TFS1	
		YELLOWKNIFE	OFFI 0102 / LECTURE / YYK1	
OFFI 0131	Career Development	AURORA	OFFI 0131 / LECTURE / AIN1	Investigating Your Career, 3rd edition. Jordan/Crews. 2019 (Cengage Nelson) <b>ISBN: 9781337911283</b>
		THEBACHA	OFFI 0131 / LECTURE / TFS1	
		YELLOWKNIFE	OFFI 0131 / LECTURE / YYK1	
CMPT 0114	Word Processing	AURORA	CMPT 0114 / LECTURE / AIN1	Illustrated Microsoft Office 365 & Word 2016: Comprehensive (Nelson) <b>ISBN: 9781305878303</b>
		THEBACHA	CMPT 0114 / LECTURE / TFS1	
		YELLOWKNIFE	CMPT 0114 / LECTURE / YYK1	
MATH 0102	Business Math Applications	AURORA	MATH 0102 / LECTURE / AIN1	Mathematics of Business and Finance, textbook + e textbook +Online resources, 4th edition (Vretta) <b>ISBN:</b>
		THEBACHA	MATH 0102 / LECTURE / TFS1	
		YELLOWKNIFE	MATH 0102 / LECTURE / YYK1	
ENGL 0105	Business Grammar and Vocabulary	AURORA	ENGL 0105 / LECTURE / AIN1	Canadian Business English 7th Edition (Nelson) <b>ISBN: 9780176582968</b>
		THEBACHA	ENGL 0105 / LECTURE / TFS1	
		YELLOWKNIFE	ENGL 0105 / LECTURE / YYK1	
CMPT 0135	Outlook and Productivity Applications	AURORA	CMPT 0135 / LECTURE / AIN1	Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate, 1st Edition (Nelson) - With SAM Access Code <b>ISBN: 9781337207355</b>
		THEBACHA	CMPT 0135 / LECTURE / TFS1	
		YELLOWKNIFE	CMPT 0135 / LECTURE / YYK1	