

OFFICE ADMINISTRATION - GENERAL CURRICULUM - STARTING FALL

LEV 1	FALL (Sept. - Oct.)	Book Costs	ISBN #	Book Title
OAD100	Social Issues	NBR		
OAD116	Computerized Document Production I	126.75	176440526	College Keyboard MS Word
OAD123	Office Procedures and Administration I	130.25	136139116	Administrative Procedures for Canadian Office
OAD194	Business Mathematics	89.75	72985992	Essen of Math W/Business
CMM125	College Communication I	<u>126.75</u>	9780176500467	Business Comm: Coursepack
	Total	\$473.50		

LEV 2	FALL (Nov. - Dec)	Book Costs	ISBN #	Book Title
OAD117	Computerized Document Production II	NBR		
OAD118	Spreadsheet Applications	47.25	763830054	MS Excel 2007
OAD124	Office Procedures and Administration II	NBR		
OAD199	Basic Bookkeeping	98.50	176500553	Basic Bookkeeping
CMM180	Business Writing	<u>10.75</u>		Course Pack
	Total	\$156.50		

NBR = No Book Required

“Canadore College has made every effort to ensure the accuracy of this booklist. It remains the responsibility of each student to compare this list against your schedule to ensure that you purchase and secure only the materials that you need.”