Office Administration (OA) Program Booklist
Fall Term: September-December 2025

- The OA program is supported in a Windows® environment, but a few courses can be completed on a Mac.
- The OA uses Microsoft® 365. NLC students can download Microsoft 365 free through their Brightspace/D2L student login.
- Computer requirements for NLC students can be found at https://www.northernlakescollege.ca/my-nlc/faqs2
- Students in the OA program purchase their own textbooks (NLC does not have a bookstore).
- Use the links, titles, thumbnail pictures, and ISBN (International Standard Book Number) to buy the correct resources.
- eTextbooks tend to be cheaper than print textbooks. eTextbooks are most effective when students have two monitors or are comfortable accessing eTextbooks on cell phones, tablets, or other devices. Please note that access to eTextbooks expires. Make a note of expiry dates on your calendar.
- Students have 2 weeks of free access to Cengage and Pearson eTextbooks at the beginning of the term, so work on the courses may begin on the first day of the Term.
- **If you purchase the wrong book, most publishers allow returns only within 2 weeks of purchase**. Please note that a subscription to TypistApp.ca for Keyboarding I & II cannot be refunded. Therefore, please ask your instructor questions before ordering or kinneyc@northernlakescollege.ca

## BUSINESS APPLICATIONS AND OPERATING SOFTWARE (COMP0109)
Instructor: Rhonda Van De Keere

MindTap for Beskeen/Cram/Duffy/Wermers/Wilson's Illustrated Series® Collection, Microsoft® 365 & Office®, 2 terms Instant Access

Authors: Beskeen, Cram, Duffy, Wermers, Wilson
Publisher: Cengage Learning, Inc. Copyright 2025.
Important: MindTap and this eTextbook will also be used for Office Systems for Managing Information (COMP0119), so buy 2 terms Instant Access if you are registering for Office Systems for Managing Information for Winter 2026.
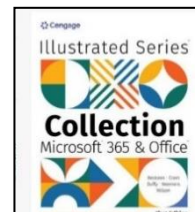
- Go to D2L and open this section: ***MindTap & eTextbook Link***
- Find Cengage's Instructions about cost (approximately $100 for 2 terms of access to both MindTap and the eTextbook). You can work in MindTap for free for 2 weeks.

BUSINESS COMMUNICATIONS I (BCOM0100)
Instructor: TBA

MindTap: Canadian Business English, 8th Edition
Authors: Guffrey, Seefer, and Witlox
Publisher: Cengage Learning
Must match ISBN when purchasing:
- **OPTION 1: "MindTap"** (includes online activities and the *eTextbook*): 9780176941772. Instant Access for 12 months, approximately $100.
- **OPTION 2: "Bundle"** (ePack includes online activities and a *print* Textbook): 9780176948030. Access until June 8, 2025, approximately $157.

Hold down the Ctrl key and click on this link: https://www.cengage.ca/c/canadian-business-english-44-8th-edition-8e-guffey-seefer-witlox/9780176832193

EMPLOYMENT PRACTICUM (OADM0103)
Instructor: Rhonda Van De Keere

All student and employer documents are posted in Brightspace/D2L.
- There are no textbooks for this course.
- Students will use office manuals/reference materials as provided by the supervising employers as a guide to learning the policies and procedures of the office.

INTERPERSONAL COMMUNICATIONS for the OFFICE PROFESSIONAL (COMM0107)
Instructor: Rhonda Van De Keere

Open Educational Resources are posted in Brightspace/D2L.
- There are no textbooks to purchase for this course.

KEYBOARDING I (OADM0101)
Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)
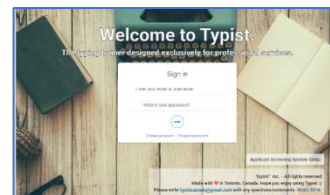
TypistApp.ca
Important: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.

If you are challenging Keyboarding I within the first week of the course's start date:
- If you have a Typist™ subscription, go to TypistApp.ca and take several Timed Writings.
- If you don't have a subscription to Typist™, use one or more of the free online typing programs listed below to verify that you are typing at least 30 wpm with 85% accuracy in a three-minute timing. Then email verification (screenshot) to your instructor.
    - https://sense-lang.org/typing
    - https://typing.com (has lessons for beginners)
    - https://www.speedtypingonline.com/typing-test
    - https://www.typingclub.com
    - http://www.typing-lessons.org
    - https://www.keybr.com/typing-test (In Settings, select book paragraphs.)
    - https://rapidtyping.com

If you are not challenging Keyboarding I:
- **If you purchased a subscription to Typist™ in the past:** Do not purchase another subscription. Sign out of TypistApp, and then sign in again using this code: **NR17396** If you purchased a subscription more than three years ago, contact typistcanada@gmail.com to obtain free access.
- **If you are using Typist™ for the first time:** Purchase a three-year subscription (approximately $90) from TypistApp.ca. Enter this code: **NR17396** Learn how to create an account in TypistApp, pay for it, and enter Keyboarding I, hold down the Ctrl key and click on this link: https://www.youtube.com/watch?v=aL4q9u2Wf8I (3:41 minutes).

Notes:
- It is recommended that you purchase a full-sized keyboard if you don't have one. A laptop's keyboard is small, and the wrist position can be awkward, which makes touch typing and skill-building harder.

KEYBOARDING II (OADM0111)
Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)

TypistApp.ca
Important: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.

If you are challenging Keyboarding II within the first week of the course's start date:
- If you have a Typist™ subscription, go to TypistApp.ca and take several Timed Writings.
- If you don't have a subscription to Typist™, use one or more of the free online typing programs listed below to verify that you are typing at least 40 wpm with 85% accuracy in a five-minute timing. Then email verification (screenshot) to your instructor.
    - https://sense-lang.org/typing
    - https://typing.com (has lessons for beginners)
    - https://www.speedtypingonline.com/typing-test
    - https://www.typingclub.com
    - http://www.typing-lessons.org
    - https://www.keybr.com/typing-test (In Settings, select book paragraphs.)
    - https://rapidtyping.com

If you are not challenging Keyboarding II:
- **If you purchased a subscription to Typist™ in the past:** Do not purchase another subscription. Sign out of TypistApp, and then sign in again using this code: **NR47716** If you purchased a subscription more than three years ago, contact typistcanada@gmail.com to obtain free access.
- **If you are using Typist™ for the first time:** Purchase a three-year subscription (approximately $90) from TypistApp.ca. Enter this code: **NR47716** Learn how to create an account in TypistApp, pay for it, and enter Keyboarding I, hold down the Ctrl key and click on this link: https://www.youtube.com/watch?v=aL4q9u2Wf8I (3:41 minutes).

Notes:
- It is recommended that you purchase a full-sized keyboard if you don't have one. A laptop's keyboard is small, and the wrist position can be awkward, which makes touch typing and skill-building harder.

WORD PROCESSING I (COMP0111)
Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)

MindTap for Cable/Freund/Hoisington/Kaye/Porter/Sebok/Vermaat/West's The Shelly Cashman Series® Collection, Microsoft® 365® & Office®, 2 terms Instant Access
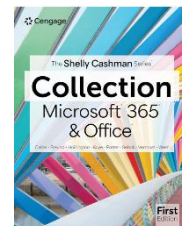
Publisher: Cengage Learning, First Edition, Copyright 2025
Important: MindTap and this eTextbook will also be used for Word Processing II (COMP0121), so buy 2 terms of Instant Access if you are registering for Word Processing II for Winter 2026.
- Go to D2L and open this section: ***MINDTAP & eTEXTBOOK LINK***

- Find Cengage's Instructions about cost (approximately $100 for 2 terms of access to both MindTap and the eTextbook). You can work in MindTap for free for 2 weeks, so start on your course right away.

OFFICE PROCEDURES (OADM0105)

Instructor: Rhonda Van De Keere

Revel Administrative Procedures for the Canadian Office, 11e Canadian Ed.

Author: Kilgour, Kilgour, Rutherford, O'Neill-Scott, Burton, Shelton
Publisher: Pearson Education Canada, 2023. Copyright 2024.

- **Students who were enrolled in Office Systems for Managing Information (OSMI) Winter 2025:**
  Login to your Pearson's Revel online textbook. See if you purchased 12 months of access for OSMI. Hold down the Ctrl key and click on this link**:** https://console.pearson.com/enrollment/tey3cn

- **New students:** Purchase 12 months of access to Revel and the eTextbook if you are also enrolling in Office Systems for Managing Information in Winter 2026. Cost is approximately $88. Hold down the Ctrl key and click on this link**:** https://console.pearson.com/enrollment/tey3cn Click on either "Ready to buy" or "Get 14-day temporary [free] access."

- **Pearson's student resources:** https://www.pearsonhighered.com/revel/students/support
- **Pearson's Help Request form:** https://www.pearson.com/en-ca/help-and-support/contact-us.html