



TIMMINS CAMPUS BOOKLIST
OFFICE ADMINISTRATION II - EXECUTIVE (B012_03)
FALL 2018

Please Note: Do not write in your books until you have checked with your professors to make sure that these are the books required. Some professors may require additional books.

COURSE	COURSE CODE	TITLE	ISBN #	PRICE
Document Processing I	OF1043	Machine Transcription and Dictation, 6th Ed.	9781111425449	\$ 176.00
Occupational Health and Safety (BCH204)	GN3013	Management of Occupational Health and Safety, 7th Cdn. Ed. 2016	97801761657178	153.25
Desktop Publishing	IN3093	Graphic Design School, 6th Edition, 2016	9781119343165	66.00
Database	IN4143	Microsoft Office 365 & Access 2016	9781305870635	164.00
Law Office Mgt and Client Relations	LC1013	Working in a Legal Environment	9781552393871	125.75
SW & First Nations Peoples	NA1403	Indigenous Peoples in Canada	9781772552997	62.50
Medical Terminology	OF4002	The Language of Medicine, 11th Ed.	9780323370813	140.00
			TOTAL	\$ 887.50

- The booklist does not necessarily include all texts and edition or ISBN # may have changed.
- Prices are subject to change
- HST not included in price