



HAILEYBURY CAMPUS BOOKLIST OFFICE ADMIN EXECUTIVE - (B275) Year 2

FALL 2018, as of August 1, 2018

Course Code	Course Description	Title. -- Edition. -- (Date)	Author(s) / Editor(s)	ISBN	Price
GN3013	Occupational Health & Safety	Management of Occupational Health and Safety, 7th Edition Publisher: Nelson Canada 2017	Kelloway, E.K. & Francis, L.	978-0176657178	\$ 153.25
IN3093	Desktop Publishing	Graphic Design School. -- 6th ed. -- (2016) (Ebook also available)	Dabner, David	978-1119343165	\$ 66.00
		Graphic Design School. -- 6th ed. -- (2016) Ebook Cost \$73.15	Dabner, David	978-1119433279	\$ -
IN4143	Database	New Perspectives Microsoft® Office 365 & Access 2016: Comprehensive. -- (2017)	Pratt, Philip	978-1305870635	\$ 164.00
LC1013	Law Office Management & Client Relations	Working in a Legal Environment. - 2nd Ed. (2011) Publisher: Emond	Collis, Diana	978-1552393871	\$ 125.75
		Soft Skills for the Workplace. (2018) Publisher: Goodheart-Willcox	Goodheart-Willcox	978-1631268267	\$ 58.00
OF1043	Business Document Processing I	Machine Transcription & Dictation (w/CD). - 6th Ed. (2012)	Ballentine, Mitsy	978-1111425449	\$ 176.00
OF4002	Medical Terminology	Language of Medicine. With Evolve companion access. -- 11th ed. -- (2017) (Also available in Ebook)	Chabner, Davi-Ellen	978-0323370813	\$ 140.00
		Language of Medicine. With Evolve companion access. -- 11th ed. -- (2016) Ebook Cost \$105.00	Chabner, Davi-Ellen	978-0323370813	\$ -
PH2103	Critical Thinking / Problem Solving	Becoming a critical thinker: a user friendly manual.-- 1st Canadian edition. -- (2009)	Diestler, Sherry and Colleen Mahy	978-0132061360	\$ 138.75

Approx. TOTAL before taxes: \$ 1,021.75

NOTE:

- 1) **Books can be ordered from the Bookstore on campus, or through their website: www.foollett.com.** If you are having difficulty with your order, please contact the Bookstore by phone at: 705-672-3376 ext. 8826, or by email at: 3911mgr@fheg.foollett.com.
- 2) **Prices are subject to change WITHOUT notice.** Some books can be purchased new or used, or rented for the term. **Payment options:** Credit Card (online/in-store), Cash/Debit (in-store), Money Orders (in-store), Certified Cheques (in-store).
- 3) **Do not remove shrink wrap nor write in your books** (all texts must be in original condition) until you have confirmed with your professor that these are the books required. **No refunds on opened software.** Some professors may require additional books.
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- 5) **There are no longer OSAP book credits, nor free shipping, available.** Textbook and shipping costs must be paid by the student, through the Bookstore. Students sponsored through their band, or Second Career, may still request book credits.