

KIRKLAND LAKE CAMPUS BOOKLIST
OFFICE ADMINISTRATION - EXECUTIVE - (B276) Year 2 - SEMESTER 3
FALL 2018

Course Code	Course Description	Textbook Title. -- Edition. (Date)	Author (s) / Editor (s)	ISBN	Price
OF1043	Business Document Processing	Machine Transcription & Dictation (W/CD), 6th Edition, 2012, ITP	Ballentine	9781111425449	\$ 176.00
GN3013	Occupational Health & Safety	Management of Occupational Health & Safety, 7th Edition, 2017,	Kelloway, E.K. & Francis, L.	9780176657178	\$ 153.25
IN3093	Desktop Publishing	Graphic Design School, 6th Edition,	N/A	9781119343165	\$ 66.00
		Graphic Design School: The Principles and Practice Of Graphic Design, 6th edition	Dabner	9781119433279	\$ 73.15
IN4143	Database	Microsoft Access 2016 Comprehensive	N/A	9781305870635	\$ 164.00
LC1013	Law Office Management & Client Relations	Working In A Legal Environment, 2nd Edition,	Collis	9781552393871	\$ 125.75
OF4002	Medical Terminology	The Language of Medicine, 11th Edition	Chabner, Davi-Ellen	9780323370813	\$ 140.00
PH2103	Critical Thinking/Problem Solving	Becoming a Critical Thinker: A User Friendly Manual, 1st Canadian Edition,	Diestler, S., Mahy, C., - Pearson Canada	9780132061360	\$ 138.75

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