

Centennial College Fall 2011 Distance Learning Text Book List

| Centennial Code | Course Title | Textbook Title 1 | Textbook Author 1 | Textbook Publisher 1 | Textbook Edition 1 | Textbook ISBN 1 | Textbook Special Instruction 1 |
|-----------------|--|---|--|--|-----------------------------|--|--|
| ABIO-012 | ACE Biology | None Required | | | | - | |
| ACCT-112 | Financial Accounting 1 | Accounting Principles, part 1, 5th Cdn. Edition. | Weygandt, Kieso, Kimmel, Trenholm, Kinnea | John Wiley & Sons | 5th Cdn Edition | 0470153695 & 0470839473 | |
| ACCT-221 | Financial Accounting II | Accounting Principles, part 2 & 3 5th Cdn. Edit. | Weygandt, Kieso, Kimmel, Trenholm, Kinnea | John Wiley & Sons | 5th Cdn Edition | 0-470-840056 | |
| ACCT-224 | Corporate Finance | Fundamentals of Corporate Finance | Ross, Westerfield, Jordan and Roberts | McGraw-Hill Ryerson, 2010 | Seventh Canadian Edition | -13: 978-0-07-096976-6 | |
| ACCT-226 | Taxation 1 | Canadian Tax Principles | Byrd, Chen | Pearson Education Canada | 2011-2012 Edition | TBA | No Substitutes. |
| ACCT-255 | Intermediate Accounting I | Fundamental Accounting Principles - Vol 2 With Lyryx and Connect | Larson, Jensen | McGraw Hill Ryerson | 13th Canadian | -0071320075 | No substitutes - updated ISBN because registration instructions for the Lyryx and Connect cards were inaccurate. The text and components themselves have not changed. |
| ACCT-265 | Intermediate Accounting II | Intermediate Accounting Vol.1 & Wiley Plus | Kieso, Weygandt | J. Wiley & Sons | 9th Canadian | -9780470680896 | |
| ACCT-322 | Cost and Managerial Accounting I | Managerial Accounting (with Lyryx) | Garrison, Chesley, Carroll and Webb | McGraw-Hill Ryerson | 8th Canadian | -007104809X | The text includes a connect card and an e-text. |
| ACCT-322 | Cost and Managerial Accounting II | Managerial Accounting | Garrison, Noreen, Chesley and Carroll | McGraw Hill Ryerson | 8th Canadian | -007104809X | The text includes a connect card and e-text. |
| ACCT-331 | Auditing I | Auditing: An International Approach | Smiielauskas, Bewley | MCGRAW-HILL RYERSON | 5th Canadian Edition | -9780070919914 | No substitute for textbook(s) unless otherwise stated. |
| ACCT-332 | Auditing II | AUDITING: AN INTERNATIONAL APPROACH | Smiielauskas, Bewley | MCGRAW-HILL RYERSON | 5TH CANADIAN EDITION | -9780070919914 | Retained from DU-ACCT 3281 Auditing I No substitute for textbook(s) unless otherwise stated. |
| ACCT-336 | Taxation II | Effective W11 - Canadian Tax Principles 2010-2011 & Study Guide Package | Byrd & Chen | Pearson | 2010-2011 | -0132147521 | |
| ACCT-355 | Intermediate Accounting III | Custom Pub Acct 5201 | Spiceland, Sepe, Tomassini | McGraw Hill Ryerson | Custom | -9780071091022 or 0071091025 | |
| ACCT-361 | Introduction to Forensic Accounting | Fraud Examination | W. Steve Albrecht | Nelson | 4th edition | -9780538470841 | |
| ACHE-012 | ACE Chemistry | None required | | | | - | |
| ACMP-012 | ACE Computers | No required textbook | | | | - | |
| ACOM-012 | ACE Communications | No required textbook | | | | - | |
| AMAT-012 | ACE Core Math | No textbook required | | | | - | |
| AMAT-014 | ACE Business Mathematics | Mathematics - Making Financial Decisions 11 | Brosseau, Erdman, Fawcett, Irvine, McCudden | McGraw Hill Ryerson | 2001 | -0070864888 | Text is provided by the College Sector Committee at no cost to the student |
| AMAT-015 | ACE Apprenticeship Math | Mathematics for the Trades, Canadian edition | Robert A. Carman, Hal M.Saunders and Tom | Pearson Prentice Hall | | -0131216368 | Text is provided by the College Sector Committee at no cost to the student |
| AMAT-016 | ACE Technology Math | Elementary Technical Mathematics | Dale Ewen and C. Robert Nelson | Thomson Brooks/Cole | 9th edition | -0495012742 | Text is provided by the College Sector Committee at no cost to the student |
| | | Pre-Calculus for Technical Programs - Part 1 | Rudolph A. Zimmer | BC Publishing Company | 3rd edition | -0969744692 | Text is provided by the College Sector Committee at no cost to the student |
| | | Essential Mathematics | Rudolph A. Zimmer | Kendall/Hunt Publishing company | 3rd edition | -0787251127 | Textbook is for reference/refresher ONLY from Core Math if needed. |
| | | Pre-Calculus for Technical Programs - Part 2 | Rudolph A. Zimmer | BC Publishing Company | 2nd edition | -0969744684 | Text is provided by the College Sector Committee at no cost to the student |
| APHY-012 | ACE Physics | Applied Physics | Ewen, Nelsen, et al | Prentice Hall | 9th edition | -0135157331 or 9780135157336 | Text is provided by the College Sector Committee at no cost to the student |
| ASEL-012 | ACE Self Management and Self Direction | No required textbook | | | | - | |
| BUSN-221 | Introduction to Business Management & Organizational | Canadian Organizational Behaviour | McShane, Steven L. and Steen | McGraw-Hill | 7th | -9780071050753 | |
| BUSN-225 | Quantitative Methods I | Basic Statistics for Business and Economics | Lind, Marchal, Wathen & Waite | McGraw Hill | 3rd Canadian Edition | -0071049851 | No substitute for textbooks unless otherwise stated |
| BUSN-325 | Quantitative Methods II | Statistical Techniques in Business and Economics | Lind, Marchal, Wathen | McGraw-Hill | 15th | -978 0073 401 805 | |
| BUSN-331 | Business Law I | Canadian Business and the Law | Duplessis | Nelson | 4th | -0176501622 | |
| BUSN-333 | Business Communications | Excellence in Business Communications | Thill, Bovee, Cross | Pearson Prentice Hall | 4th | -978-0-13-700399-0 -978-0-13-511912-9(alternate) | |
| CCTC-501 | Cisco Certified Network Associate 1-Networking | OPTIONAL: Network Fundamentals, CCNA Exploration Companion Guide | Mark Dye, Rick McDonald, Antoon Rufi | Cisco Press. | 2nd | -1-58713-208-7 | Published: Oct 29, 200 Optional |
| CCTC-502 | Cisco Certified Network Associate 2-Intro to Routing | OPTIONAL: Routing Protocols and Concepts, CCNA Exploration Companion Guide | Rick Graziani, Allan Johnson | Cisco Press | 2nd Edition | --1-58713-206-3 | Available: Dec 7, 2007 Optional |
| CCTC-503 | Cisco Certified Network Associate 3-Routing & | OPTIONAL: LAN Switching and Wireless, CCNA Exploration Companion Guide | Wayne Lewis | Cisco Press | 1st | -978-1-58713-207-0; | Optional |
| CCTC-504 | Cisco Certified Network Associate 4-Wide Area | OPTIONAL: Accessing the WAN, CCNA Exploration Companion Guide | Rick Graziani, Bob Vachon | Cisco Press | 1st | --978-1-58713-205-6 | Optional |
| CCTC-511 | Network+ | COMPTIA Network + Study Guide | Todd Lammie | Sybex | | -978-0-470-42747-7 | no substitutions |
| CCTC-531 | Windows 2003 Server | Mastering Windows 2003 | Mark Minasi | Sybex | | -782141307 | Please note: The instructor will allow other Windows 2003 books instead if the student so chooses |
| CEAB-900 | Automotive Damage Appraisal | Material to be supplied by the instructor | Ken Smith | | | - | |
| CEAM-919 | Automotive: Service Advisor I | | | | | | |
| CEAM-963 | Automotive Service Advisor 2 | | | | | | |
| CEBR-101 | Braille Level 1 | Instruction manual for Braille Transcribing | | Order the package from the Mohawk College bookstore at http://mohawk.bookware3000.ca | 5th edition | -Catalogue number: 7-59882-00 | |
| | | Braille can be obtained through the Local School Board. | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | | - | |
| CEBR-102 | Braille Level 2 | Package (includes a manual & supplement, Braille eraser & paper) | | Order the package from the Mohawk College bookstore at http://mohawk.bookware3000.ca | | - | If students would have received the Textbook #1 package (including a textbook, manual and supplement, braille eraser) in the Braille Level 1 course, they only need to purchase the paper for this course. |
| | | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | | | - | Braille can also be obtained through the Local School Board. |
| CEBR-103 | Braille Level 3 | Package includes a 2009 Instruction Manual, Drills Reproduced book, 2009 (corresponding braille supplement), Practice Exercise book, | | Order the package from the Mohawk College bookstore at http://mohawk.bookware3000.ca | | - | If students received the Textbook #1 package (including a manual, braille supplement, Practice Exercise book, Braille eraser) in the Braille Level 1 course, they only need to purchase the paper for this course. |
| | | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | | | - | Braille can also be obtained through the Local School Board. |
| CEBR-104 | Braille Level 4 | Package includes a 2000 Instruction Manual, Drills Reproduced book, 2000 (corresponding braille supplement), Braille eraser and paper | | Order the package from the Mohawk College bookstore at http://mohawk.bookware3000.ca | | - | If students received the Textbook #1 package (including the instruction manual, and braille and supplement, braille eraser) in the Braille Level 1 course, they only need to purchase the paper for this course. |
| | | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | | | - | Braille can also be obtained through the Local School Board. |
| CEBS-870 | How to Start a Small Business | see Instructions | | | | - | From Spring 2010 we are going to provide the former OMDP-Bibliocentre materials via a download in the course. If students are unable to download the material we are willing to send them a CD. You can advise us as to any student requiring the CD. For Spring 2010 we will not charge anything extra for mailing a CD to students. We will, however, reassess for the Fall 2010 term - if we receive quite a number of CD requests we may need to change to a different method of distributing materials or we may need to charge for the CD's. |
| CEBW-201 | Writing Grammatically | No Text Required | | | | | |
| CEBW-301 | Business Writing Strategies | Impact | Margot Northey | Prentice | 8th | -9780132574396 | No substitute for textbooks unless otherwise stated |
| CEBW-302 | Critical Thinking | Becoming a Critical Thinker: A user Friendly Manual | Sherry Distler | Pearson | Canadian Edition - Custom E | -0132061368 | |
| CEBW-303 | Technical Communications | Effective Communication for the Technical Professions | Jennifer MacLennan | Oxford University Press | 2nd Edition | -9780195425475 | No substitute for textbooks unless otherwise stated |
| CEBW-305 | Writing a Proposal | No Text Required | | | | - | |
| CEBW-306 | Writing a Business Manual | The Portable Technical Writer | Murdick, Bloemker | Houghton Mifflin Company | | -0395986338 | No substitute for textbooks unless otherwise stated |
| CEBW-308 | Writing for Sales Material | No Text Required | | | | - | No substitute for textbooks unless otherwise stated |
| CEBW-309 | Writing a Business Plan | So you need to Write a Business Plan | Jerome S Osteryoung, Dianne L Denslow | Thompson-South Western | | -0030315336 | No substitute for textbooks unless otherwise stated |
| CEBW-310 | Writing a Marketing Plan | No Text Required | | | | - | |
| CEED-101 | Safety in an Educational Setting | SAFE10004 - An Educational Assistant Guide to Working Safely in an Educational Setting | Marina Simpson/Caroline McAlpine | Available through Mohawk College bookstore at mohawk.bookware3000.ca | | -216494 | This is a workbook , not "textbook" |
| CEED-103 | Foundations of Education | Special Education in Ontario Schools | Ken Weber/Sheila Bennett | Highland Press | 6th | -9780969306191 | |
| | | RECOMMENDED: Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | | 8th | -0-13-222394-5 | RECOMMENDED |
| CEED-104 | Personal and Interpersonal Dynamics | Interpersonal Communication Relating to Others | Beebe, Steven A.; Beebe, Susan J.; Redmond | Pearson Education | 5th | -9780205716814 | |
| CEED-105 | Lifespan Development with My Development Lab | Denise Boyd, Helen Bee, and Paul Johnson | Pearson | 4TH EDITION | | ISBN -978-0-205-055-753 | |
| CEED-106 | Cultural Diversity in an Educational Setting | | | | | - | |
| | | OPTIONAL Interpersonal Communication Relating to Others | Beebe | Pearson | | -9780205716814 | This book is a REQUIRED book for Personal and Interpersonal Dynamics - EDUCED17. |

Centennial College Fall 2011 Distance Learning Text Book List

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|----------|---|---|--|---|-----------------------|--|--|---|
| | | The Home Reference Book | | Carson, Dunlop & Associates | | | -1-895585-58-9 | Promo code for Ontario Learn students is: ONLearn Please Order Your Home Inspection Training Course Material Online: 1. Visit the online store - http://store.carsondunlop.com/Products-College_Students.html 2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following Promo/Redemption code - ONLearn 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping. |
| CEHI-109 | Roofing Inspection | The Home Reference Book | | Carson, Dunlop & Associates Ltd. | | | -1-895585-58-9 | Promo code for Ontario Learn students is: ONLearn Please Order Your Home Inspection Training Course Material Online: 1. Visit the online store - http://store.carsondunlop.com/Products-College_Students.html 2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following Promo/Redemption code - ONLearn 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping. |
| | | Carson Dunlop Home Study System - Roofing | | Carson, Dunlop & Associates | | | -1-895585-46-5 | Promo code for Ontario Learn students is: ONLearn Please Order Your Home Inspection Training Course Material Online: 1. Visit the online store - http://store.carsondunlop.com/Products-College_Students.html 2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following Promo/Redemption code - ONLearn 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping. |
| CEHI-110 | Structural Inspection | Carson Dunlop Home Study System - Structure Guide | | Carson, Dunlop & Associates | | | -1-895585-48-1 | Promo code for Ontario Learn students is: ONLearn Please Order Your Home Inspection Training Course Material Online: 1. Visit the online store - http://store.carsondunlop.com/Products-College_Students.html 2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following Promo/Redemption code - ONLearn 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping. |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | | -1-895585-58-9 | Promo code for Ontario Learn students is: ONLearn Please Order Your Home Inspection Training Course Material Online: 1. Visit the online store - http://store.carsondunlop.com/Products-College_Students.html 2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following Promo/Redemption code - ONLearn 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping. |
| CEHR-942 | Payroll Administration | No required textbook | | | | | - | |
| CEID-043 | Adults with Learning Disabilities | The Art of Evaluation | Ferwick and Parsons | Thompson Educational Publishing Inc. | 2nd | | -9781550771664 | No Substitutes. |
| CEID-052 | Assessment and Evaluation | No textbook required. | | | | | - | |
| CEIL-750 | Keyboarding for Computers | College Keyboarding - Lessons 1-25 | VanHuss, Forde, Woo, Hill | Nelson Education Canada | Canadian 17th | | -New bundle ISBN is 0176449655 | PLEASE NOTE: The book "College Keyboarding-Lessons 1 to 60" is NOT acceptable. Bundle ISBN 0176449655 |
| | | Software - Keyboard Pro Deluxe 17E version 1.3.1 | | | | | - Included in bundle ISBN 0176449655 | |
| CEIL-780 | Landlord & Tenant Law | Working with the Residential Tenancies Act | Dickie & Lyman | Emond Montgomery | 3rd | | -9781552393956 | No substitute for textbook(s) unless otherwise stated. |
| CEIL-816 | Java Introduction | Java Programming: Comprehensive | Joyce Farrell | Course Technology | S11 5th or 6th | | S11 SBN-10: 032459951X or 1111529442 | no substitutions Beginning F11 only the 6th edition will be supported |
| CEIL-820 | HTML Introduction | Web Pages by the Rules | Robert Boardman | Hands On Communications | unknown | | -9780968804520 | This is a DVD not a standard textbook. Orders can be placed by emailing the information to sales@handsonweb.com . |
| CEIL-821 | HTML Intermediate | CSS, DHTML and AJAX | Jason Cranford Teague | Pearson Education | 4th | | -032144325X | No substitute for textbook(s) unless otherwise stated. |
| CEIL-823 | Java Intermediate | Java Programming Comprehensive | Joyce Farrell | Course Technology | S11 5th or 6th | | S11 SBN-10: 032459951X or 1111529442 | no substitutions Beginning F11 only the 6th edition will be supported |
| CEIL-829 | Management/Leadership Skills | Management | J Schermerhorn, B. Wright | Wiley | Canadian edition | | -9780470154571 | No substitute for textbook(s) unless otherwise stated. |
| CEIL-834 | FrontPage/Expression Web- Introduction | Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. | Terry Post | If students would like to use the materials on a CD or in print form, they can make arrangement to purchase a CD from the instructor. | | | - | Students will automatically be given an introductory access to online learning materials once they are registered in the course, ie. first & second lecture). Full access to the online materials will be given after the final withdrawal date. |
| CEIL-835 | Photoshop - Level 1 | Adobe Photoshop CS4 Classroom in a Book | Adobe Creative Team | Adobe Press (Pearson) | 2009 | | -032157379X or 9780321573797 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for |
| | | Adobe Photoshop CS5 - Classroom in a Book | | Pearson Education | | | -0321701763 or 9780321701763 | Instructions: Students purchase the textbook that corresponds with the version of software they are using. No substitute |
| CEIL-844 | Publisher | Microsoft Office Publisher 2007 Illustrated Series | Reding | Thomson-Course Technology | Current | | -9781423905288 | Students purchase the textbook that corresponds to the version of software they are using; No substitute for textbook(s) |
| CEIL-845 | Desktop Publishing for Business | Signature Series Advanced Microsoft Word 2002 Desktop Publishing | Joanne Arford, Judy Burnside, Susan Cooper | EMC Paradigm | ALTERNATE ONLY IF WOR | | -0-7638-1500-4 | |
| | | ALTERNATE ONLY IF WORD 2003 IS USED: Advanced Word 2003 Desktop Publishing | Joanne Arford, Judy Burnside | EMCParadigm Publishing | | | -0-7638-2182-9 | ALTERNATE ONLY IF WORD 2003 IS USED. Course material should be purchased from : www.textnet.ca |
| CEIL-848 | Excel Formulas | Excel 2007 Formulas | John Walkenbach | John Wiley and Sons | | | -978-0-470-04402-5 | No substitutions |
| CEIL-849 | Visual Basic Intermediate | Starting Out with Visual Basic 2010 | Gaddis, Irvine | Addison-Wesley | 5th | | -9780136113409 or 0136113400 | No substitute. |
| CEIL-850 | Visual Basic Introduction | Starting Out with Visual Basic 2010 | Gaddis, Irvine | Pearson Educational | 5th edition | | -0136113400 or 9780136113409 | No substitute. |
| CEIL-851 | Visual C++ Introduction | Ivor Horton's Beginning Visual C++ 2008 | Ivor Horton | J. Wiley | | | -9780470225905 | No substitute for textbook(s) unless otherwise noted |
| | | Effective F11 - Ivor Horton's BEginning Visual C++ 2010 | Ivor Horton | Wiley | 2010 | | 9.78047E+12 | |
| CEIL-852 | Visual C++ Intermediate | Ivor Horton's Begining Visual C++ 2008 | Ivor Horton | Wiley Publishing | 2008 | | -9780470225905 | No substitute for textbook(s) unless otherwise noted |
| | | Effective F11 - Ivor Horton's BEginning Visual C++ 2010 | Ivor Horton | Wiley | 2010 | | 9.78047E+12 | |
| CEIL-853 | Quickbooks Introduction | QuickBooks Premier 2010 - Level 1 | unknown | CCI Learning Solutions Inc. | 2010 | | -9781553322771 | Courseware 1621-1 Book contains instructions on back inside cover regarding how to download QuickBooks 2010 |
| CEIL-857 | Windows XP | AI materials available electronically | | | | | - | Manual is now posted electronically in course. Coordinators no longer need or order or mail out manuals to Windows |
| CEIL-862 | Introduction to Intercultural Communication | No text required. | | | | | - | |
| CEIL-863 | Organizational Studies | FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR | ROBBINS, Stephen P. | Pearson Education | 4thCanadian | | -9780135123089 or 0135123089 | No substitute for textbook(s) unless otherwise stated. |
| CEIL-864 | Introduction to C# Programming | Visual C# 2010 How to Program | Deitel & Deitel | Prentice Hall, 2010 | 4th | | ISBN-10: 0132151421 ISBN-13:9780132151429 | |
| | | Reference only (Purchase not required): icrosoft Visual C# 2008: An Introduction to Object | Joyce Farrell | Cengage Learning | 3rd Edition 2009 | | -ISBN-10: 1423902556 ISBN-13: 9781423902553 | |
| CEIL-865 | Developing Web Applications with ASP.NET and C# | Beginning ASP.NET 4.0 in C# 2010 | Matthew MacDonald | Apress | Aug 31/2010 | | ISBN-13: 978-1-4302-2608-6, ISBN-10: 1-4302-2608-0 | Operating System: One of the following: Windows XP (x86) with Service Pack 3 - all editions except Starter Edition Windows Vista (x86 & x64) with Service Pack 2 - all editions except Starter Edition Windows 7 (x86 & x64) |

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|-----------------|--|---|--|---|-------------------|--|--|
| CEIL-866 | Database Fundamentals | Learning Sql | Beaulieu | Login | 2nd | -0596520832 | No substitute for textbooks unless otherwise stated |
| CEIL-870 | Office Technology and Procedures | Office Procedures for Administrative Professionals | Patsy Fulton-Calkins & Diane Blaney | Thomson-Nelson | 1st Canadian | -0176415726 | No substitute for textbook(s) unless otherwise stated. |
| CEIL-872 | Beginning Medical Transcription | Hillcrest Medical Center – Beginning Medical Transcription course (Shrink-wrapped with transcription playback software will be a free download from the Internet. (Traditional equipment will be simulated). Students may choose to purchase a foot pedal from the software download site - optional. | Patricia A. Ireland and Mary Ann Novak | Thomson / Delmar Learning | 7th | -0538454334 | NO SUBSTITUTIONS |
| | | Required: AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Claudia Tessier | American Association of Medical Transcription | 3rd | -978-0-935229-58-5 | No Substitutions (students should have this book from the prerequisite course) |
| CEIL-873 | Advanced Medical Transcription | Forrest General Medical Center Advanced Medical Transcription Course (bundled with transcription playback software will be a free download from the Internet. (Traditional equipment will be simulated). Students may choose to purchase a foot pedal from the software download site - optional. | Donna L. Conerly-Stewart and Wanda L. Lott | Thomson / Delmar Learning | Third | -1-4180-0438-3 (Note - this ISBN is the one for both the text and Audio CD. It is different from the textbook alone. The student MUST have the bundle). NO SUBSTITUTIONS | NO SUBSTITUTIONS |
| | | Required: AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Claudia Tessier | American Association of Medical Transcription | 3rd | -978-0-935229-58-5 | No Substitutions |
| CEIL-874 | Medical Office Procedures | Administrative Medical Assisting | Fordney, French & Follis | Thomson Delmar Learning | 6th | -1-4180-6411-4 | |
| CEIL-875 | Essentials in Health Records Management | Essentials of Health Information Management | Michelle A Green, Mary Jo Mowie | Delmar Learning | 2nd | - 1439060185 | no substitutions |
| CEIL-876 | Medical Keyboarding | Basic Keyboarding for the Medical Office Assistant | Edna J. Moss | Thomson / Delmar Learning | 3rd | -1-4018-1189-2 | |
| CEIL-880 | Legal Terminology | Study Guide (provided on-line) | | | | - | |
| CEIL-881 | Introduction to Legal Office Practice & Procedures | Working in a Legal Environment | | Emond-Montgomery | | -9781552393871 | no substitutions |
| CEIL-883 | Introduction to Law in Society | The Canadian Legal System | Gerald Gall | Thomson Carswell | 5th | -0459241532 | No substitute for textbooks unless otherwise stated |
| CEIL-889 | Medical OHIP Billing | Required: Easy Steps to Efficient Medical Billing (includes CD) Schedule of benefits | Karin Symonds Ministry of Health | Medcom Solutions Ltd: 546 Adelaide Street North Ministry of Health | most recent | -None -None | Most recent version - (September 2011)No Substitutions - no other edition accepted Free download |
| CEIL-890 | Medical Terminology | Medical Terminology for Health Professions | Ann Ehrlich; Carol L. Schroeder | Thomson/Nelson | 6th | -ISBN: 1-4180-7252-4 | no substitutions |
| CEIL-891 | Working and Communicating in a Medical Setting | None required – notes provided online | | | | - | |
| CEIL-892 | Pharmacology for Medical Office Professionals | Essentials of Pharmacology for Health Occupations | Ruth Woodrow, Bruce Colbert, David Smith | Cengage Learning | 6th | -1435480333 9781435480339 | |
| CEIL-893 | Medical Conditions for Medical Office Professionals | Human Diseases | Neighbors & Tannehill-Jones | Delmar Cengage Learning | 3rd | -1435427513 or 9781435427518 | |
| CEIL-894 | Understanding Medical Tests for Medical Office Staff | Delmar's Guide to Laboratory and Diagnostic Tests | Rick Daniels | Delmar / Thomson Learning | 2nd edition | -ISBN: 1418020672 | no substitutions |
| CEIL-895 | Understanding Surgical Procedures for Medical Office | None required - Notes provided online and manual developed for a free pdf. download | | | | - | |
| CEIL-896 | Entrepreneurship | Canadian Entrepreneurship & Small Business Management | Balderson | McGraw Hill Ryerson | 8th Edition | -9780070000209 or 007000204 | No Substitutes. |
| CEIL-897 | Dental Terminology | Dental Terminology | Dofka, C. M. | Delmar Publishers | 2nd edition | -1-4180-1522-9 | no substitutions |
| | | Recommended Text: Stedman's Medical Dictionary for Dental Professions | | Lippincott, Williams & Wilkins | 2nd edition | 9.78161E+12 | not a mandatory text - recommended only |
| CEIL-898 | Veterinary Office Skills & Procedures | Veterinary Office Practices | Vicki Judah | Thomson Delmar | 2nd | -1111139008 | NO SUBSTITUTIONS |
| CEIL-899 | Veterinary Terminology | Illustrated Guide to Veterinary Terminology | Janet Amundson Romich | Thomson Delmar | 3rd | -978143542012-0 | NO SUBSTITUTIONS |
| CEIL-900 | Medical Transcription Styles & Practices | AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION AAMT BOOK OF STYLE, STUDENT WORKBOOK | Leah Sims, Claudia Tessier | American Association of Medical Transcription | 3rd | -978-0-935229-58-5 | No substitutions |
| | | Medical Transcription Fundamentals | Leah Sims | LWW/Stedman's | 1st | -0-7817-6001-1 | No substitutions |
| CEIL-901 | Medical Transcription Fundamentals | Medical Transcription Fundamentals | Diane Gilmore | LWW/Stedman's | 1st | -9780781764971 | No Substitutions |
| | | AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Lea M. Sims | American Association of Medical Transcription | 3rd | -978-0-935229-58-5 | No Substitutions |
| CEIL-911 (PREV) | Strategic Leadership for Supply Chain Management | Concepts in Strategic Management | Thomas I. Wheelen, J. David Hunger, David Wicks | Pearson Prentice Hall | Canadian | -0-13-121497-7 | no substitutions |
| CEIL-916 | Java Advanced | JAVA How to Program | Deitel & Deitel. | Prentice Hall | 8th Edition | -ISBN 13: 9780136123712 | |
| CEIL-920 | Dreamweaver (Webpage Authoring) | Please add the cost of learning materials into your student tuition fees | Terry Post | If students would like to use the materials on a CD or in print form, they can make arrangement to purchase a CD from the instructor. | | - | Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. Students will automatically be given an introductory access to online learning materials once they are registered in the course, ie. first & second lecture). Full access to the online materials will be given after the final withdrawal date. |
| CEIL-921 | Dreamweaver Advanced | Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. | Terry Post | If students would like to use the materials on a CD or in print form, they can make arrangement to purchase a CD from the instructor. | | - | Students will automatically be given an introductory access to online learning materials once they are registered in the course, ie. first & second lecture). Full access to the online materials will be given after the final withdrawal date. |
| CEIL-922 | Flash-An Introduction | Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. | Terry Post | If students would like to use the materials on a CD or in print form, they can make arrangement to purchase a CD from the instructor. | | - | Students will automatically be given an introductory access to online learning materials once they are registered in the course, ie. first & second lecture). Full access to the online materials will be given after the final withdrawal date. Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. |
| CEIL-923 | Flash-Intermediate | Please add the cost of learning materials into your student tuition fees. LO will invoice each registering college for learning materials for each student. | Terry Post | If students would like to use the materials on a CD or in print form, they can make arrangement to purchase a CD from the instructor. | | - | Students will automatically be given an introductory access to online learning materials once they are registered in the course, ie. first & second lecture). Full access to the online materials will be given after the final withdrawal date. |
| CEIL-924 | MS Office 2003 | No text required. Course available on the web and notes can be consulted/printed by student. | | | | - | |
| CEIL-925 | Windows XP Professional | Mastering Windows XP Professional | Mark Minasi | Sybox | 3rd | -0782143822 | No Substitutions |
| CEIL-926 | Photoshop - Level 2 | Adobe Photoshop CS4 Classroom in a Book | Adobe Creative Team | Adobe Press (Pearson) | 2009 | -032157379X or 9780321573797 | Retained from PHOT1382 Photoshop Level 1. Students purchase the textbook that corresponds with the version of |
| | | Adobe Photoshop CS5 Classroom in a Book | Adobe Creative Team | Adobe Press (Pearson) | Unknow | -0321701763 or 9780321701763 | Retained from PHOT1382 Photoshop Level 1. Students purchase the textbook that corresponds with the version of |
| CEIL-927 | Quickbooks Advanced | Effective F10-QuickBooks Premier 2010 Level 2 Courseware 1622 | | CCI Learning Solutions Inc. | 2010 | -9781553322795 | No substitute |
| CEIL-930 | Event Management Strategies | No Text Required | | | | - | |
| CEIL-931 | Hospitality Marketing I | Marketing for Hospitality and Tourism | Kotler, Bowen, Makens | Prentice | 5th | -0135045592 | No substitute for textbooks unless otherwise stated |
| CEIL-932 | Planning and Operations-CMM | Professional Meeting Management | PCMA | PCMA | 5th | -9780757552120 | No substitute for textbooks unless otherwise stated |
| CEIL-933 | Event Planning and Protocol | No Textbook Required | | | | - | |
| CEIL-934 | Principles of Convention and Meeting Planning | Meetings & Conventions: A Planning Guide | MPI | MPI | 2006 | -88880022923 | No substitute for textbooks unless otherwise stated |
| CEIL-935 | Responsible Practices for Green Meetings | Professional Meetings Management | PCMA | PCMA | 5th | -0970757557347 | Student's may purchase the require reading only (Chapter 30) from PCMA directly at: http://www.pcma.org/x2674.xml . |
| | | Simple Steps to Green Meetings and Events | PCMA | PCMA | | -987-0-615-16990-3 | |
| CEIL-936 | Trade Show Management for Conventions | The Art of Show | Sandra Morrow | Published by IAEM Education Foundation | 3rd | -096578224 | |
| CEIL-940 | Internet Essentials | The Internet, Comprehensive | Gary P. Schneider; Jessica Evans | Course Technology Cengage Learning | 8th Edition | -9780538744959 | |
| CEIL-988 | Software Application Integration | LEARNING MICROSOFT OFFICE XP ADVANCED SKILLS LEARNING M/S OFFICE 2003 ADVANCED SKILLS | HEFFEREN/WERXEL/BUCKI/WEMPER HEFFEREN/WERXEL/BUCKI/WEMPER | PEARSON EDUCATION PEARSON EDUCATION | | -1585772135 -0131476319 | No substitute for textbook(s) unless otherwise stated. Students to purchase the textbook that corresponds with the |
| CELC-912 | Corporate Practice and Procedure | Advanced Corporate Legal Procedures | Elizabeth Gillis | Emond Montgomery | 2nd edition | -9781552394090 | no substitutions |
| | | Ontario Business Corporations Act | Fasken | Lexisnexis Canada | 2010/2011 | -9780433465409 | no substitutions Note for W10 2008/2009 edition is also acceptable 9-7804-3345-9606 |
| | | Optional: Canada Business Corporations Act 2009/2010 | Fasken Martineau DuMoulin | LexisNexis Butterworths | 2010/2011 edition | -9780433465393 | Optional: Canada Business Corporations Act 2008-2009 acceptable for F09 9-780-4334-5961-3 |
| | | Optional:Advanced Corporate Business Transactions | Elizabeth Gillis | Emond Montgomery | | -1-55239-186-8 | |
| CELC-914 | Family Law Practice and Procedure | Family Law: Practice and Procedure | Kurtz, JoAnn | Emond Montgomery | 2009 | - | |
| CELC-943 | Litigation Practice & Procedure 1 | Civil Litigation | | Emond-Montgomery | 2nd edition | -2nd Edition: 9781552393185 | NO SUBSTITUTIONS 2nd edition only |
| CELC-944 | Litigation Practice and Procedure 2 | Civil Litigation | Laurence Olivo & Mary Ann Kelly | Emond-Montgomery | 2nd edition | -2nd Edition: 9781552393185 | NO SUBSTITUTIONS 2nd edition only |
| CELC-946 | Criminal Law-Legal Admin | From Crime to Punishment | Joel E. Pink and David Perrier | Carswell Thomson | 7th edition | -9780779828012 | No substitute for textbook(s) unless otherwise stated. |
| CELC-947 | Wills & Estates Practice and Procedure | Wills and Estates | Derek Fazakas | Emond Montgomery | 3rd | -9781552393819 | no substitutions |

Centennial College Fall 2011 Distance Learning Text Book List

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|----------|--|---|--|---|--------------------|--|--|
| | | Preparation of Wills and Powers of Attorney: First Interview to Final Report | Mary L. MacGregor | Canada Law Book | 3rd | -0-88804-385-6 | NO SUBSTITUTIONS |
| | | Optional: Ontario Estates and Trusts Legislation | | Canada Law Book | latest edition | -1481-3637 | |
| | | Optional: Ontario Annual Practice - 2 Volumes plus CD | | Canada Law Book | latest edition | -0318-3556 | |
| CEMA-101 | Mortgage Agent Program | Mortgage Brokering in Ontario - Agent Edition | Joe White | Real Estate and Mortgage Institute of Canada | 3rd edition | -978-0-9809230-5-6 | Your College Bookstore must order the textbook. Do NOT advise students to order directly from the publisher. |
| CEMC-961 | ACCPAC Advantage Series-Corporate Edition-General | Using Sage AccPac 500 ERP: Version 5.6, 1/E Telephone: 1-800-567-3800, fax: 1-800- | Christine A. Heaney | Pearson Education Canada | | -10:0321733967 or 13:9780321733962 | Software now INCLUDED with the textbook |
| CEMC-962 | ACCPAC Advantage Series-Corporate Edition-Accounts Receivable | Using Sage AccPac 500 ERP: Version 5.6, 1/E Order from Pearson Education Canada. | Christine A. Heaney | Pearson Education Canada | | -10:0321733967 or 13:9780321733962 | Software now comes INCLUDED with text. |
| CEMC-963 | ACCPAC Advantage Series-Corporate Edition-Accounts Payable | Using Sage AccPac 500 ERP: Version 5.6,1/E Order from Pearson Education Canada. | Christine A. Heaney | Pearson Education Canada | | -10:0321733967 or 13:9780321733962 | Software now comes INCLUDED with the textbook. |
| CEMG-103 | Material and Operations Management | Principles of Operations Management w/ CD & video library | Heinz and Redner | Heinle & Heinle | 2nd Custom | -0132806649 | No substitute for textbooks unless otherwise stated |
| CEMG-104 | Operations Management II | Operations Management Custom Edition | Heizer, Render | Pearson Education | Custom | -0558735207 | |
| CEMG-940 | Introduction to Project Management | Project Management: The Managerial Process | Gray; Larson | McGraw Hill | 5th | -9780077426927 | No substitute for textbooks unless otherwise stated |
| | | A Guide to the Project Management Body of Knowledge | PMI | PMI | 4TH | -9781933890517 | |
| CEMG-941 | Project Management & Scheduling Software | Microsoft Project 2007 | Bunin, R.B. | Nelson | | -1435431278 | No substitute for textbooks unless otherwise stated |
| CEMG-941 | | A Guide to the Project Management Body of Knowledge | | PMI | 4th | -978-1933890517 | |
| CEMS-981 | Word-Specialist | Students using XP version: Benchmark Series: Microsoft Word 2002 Core | Nita Rutkosky | EMCParadigm | | - 0-7638-1462-8 | Purchase the textbook that matches the students software version No Substitutions |
| | | Students using 2003 version: Benchmark Series: Microsoft Word 2003 Specialist | Nita Hewitt | EMC Paradigm | | -0-7638-2064-4 | Purchase the textbook that matches the students software version Please note that the book for 2003 is comprehensive and can be used for both Specialist and Expert Courses... Specialist and Expert course in one book. It is imperative that |
| | | Students using the Vista Version: Benchmark Series: MS Word 2007 Level 1, Windows | Nita Rutkosky | EMC Paradigm | | -978-0-76383-000-7 | No Substitutions |
| | | Students using MS-Office 2007 Vista version should purchase: Benchmark series MS Wo | Nita Rutkosky | EMC Paradigm | vista version | -978-0-76383-062-5 | No Substitutions |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: MS Word 2010 Level 1; Nita Rutkosky; EMC Paradigm; 978-0-76383-43007 | | | | | |
| CEMS-982 | Word-Expert | Students using Word 2002 Version; Benchmark Series: Word 2002 Expert (with CD) | Nita Rutkosky | EMC Paradigm | | -763814644 | No substitutions Students to purchase book according to version |
| | | Students using 2003 version: Benchmark Series: Microsoft Word 2003 Expert | Nita Rutkosky | EMC Paradigm | | -0-7638-2068-7 | No substitutions Students to purchase book according to version Note: If student received comprehensive book in the |
| | | Students using 2007 version Windows XP components: Benchmark Series: MS Word 20 | Nita Rutkosky | EMC Paradigm | | - 978-0-76383-001-4 | No substitutions Students to purchase book according to version |
| | | Students using the 2007 version for Vista can use the XP book | | | | | |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: MS Word 2010 Level 2; Nita Rutkosky; EMC Paradigm; 978-0-76383-43014 | | | | | |
| CEMS-984 | Excel - Expert | Students using XP (2002) or 2003 version: Benchmark Series: MS Excel 2003 Expert Te | Nita Rutkosky/Meredith Flynn | EMC Paradigm | | -978-07638-20473 | Students to purchase textbooks according to their software version Textbooks are the same for Monthly and Semester |
| | | Students using Windows 2007 XP Version: Benchmark Series MS Excel 2007 Level 2, W | Denise Seguin | EMC Paradigm | XP version | -978-0-76383-006-9 | no substitutions |
| | | Students using MS-Office 2007 Vista version should purchase: Benchmark series MS Exc | Denise Seguin | EMCP Paradigm | vista version | -978-0-76383-066-3 | no substitutions |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: Excel 2010 | Denise Seguin | EMC Paradigm | | -978-0-76383-43151 | no substitutions |
| | | Students may use 2002, 2003, 2007 2010 software, but all will follow 2007 content and textbook. | | | | | |
| CEMS-985 | Access-Specialist | Students Using Access 2002/XP version: Benchmark Microsoft Access 2002: Core Certif | http://www.emcp.com/college_division/comput | EMCParadigm Publishing | | -0-7638-1437-7 | Students should purchase text according to their version of software no substitutions |
| | | Students Using Access 2003: Benchmark Access 2003: Core | http://www.emcp.com/college_division/comput | EMCParadigm Publishing | | -0-7638-2041-5 | Students should purchase text according to their version of software Textbooks are the same for Monthly and Semester |
| | | Students using MS Office 2007 and using either Windows Vista OR Windows 7 software | Nita Rutkosky | EMC Paradigm | | -978-0-76383-002-1 | Intakes no substitutions Note: Please note that the book for 2003 is comprehensive and can be used for both Core and |
| | | Students using MS Office 2007 Vista Version: Benchmark Series: MS Access 2007 Level | Nita Rutkosky | EMC Paradigm | vista version | - 978-0-76383-068-7 | Students should purchase text according to their version of software no substitutions |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: Access 2010 Level 1; Nita Rutkosky;EMC Paradigm;978-0-76383-43069 | | | | | |
| CEMS-986 | PowerPoint | Students using Ver 2002XP: Benchmark Series: Microsoft PowerPoint 2002 | Nita Rutkosky | EMC Paradigm | | -0-7638-1454-7 Order # 05549 (Text & CD) | Students need to purchase the textbook according to their software version NO SUBSTITUTIONS |
| | | Students using Ver 2003: Benchmark Series: Microsoft PowerPoint 2003 | Nita Rutkosky | EMC Paradigm | | -0-7638-2062-8 Order # 05623 (Text & CD) | |
| | | Students using Ver 2007: Benchmark Series: Microsoft PowerPoint 2007 | Nita & Audrey Rutkosky | EMC Paradigm | Windows XP Edition | -978-0-76383-008-3 Order # MLB000103 (Text & CD) | Students need to purchase the textbook according to their software version NO SUBSTITUTIONS |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: PowerPoint | Nita Rutkosky | EMC Paradigm | | -978-0-76383-43090 | no substitutions |
| CEMS-987 | Access -Expert | Students Using Access 2002/XP: Benchmark Microsoft Access 2002: Expert Certification | Meredith Flynn | EMCParadigm Publishing http://www.emcp.com/college_division/computer_te | | -0-7638-1439-3 | Students should purchase text according to their version of software no substitutions |
| | | Students Using Access 2003: Benchmark Access 2003: Expert | Meredith Flynn | EMCParadigm Publishing http://www.emcp.com/college_division/computer_te | | -978-0-76382-043-5 | Students should purchase text according to their version of software no substitutions Note: If student received |
| | | For students using Office 2007 XP version: Benchmark series MS Access 2007 Level 2, | Denise Seguin | EMC Paradigm | Windows XP Edition | -ISBN: 978-0-76383-003-8 | no substitutions |
| | | Students using Access 2007 Vista Version; Benchmark Series: MS Access 2007 Level 2 | Denise Seguin; | EMC Paradigm; | Vista Version | -978-0-76383-069-4 | No Substitutions |
| | | Students using MS Office 2010 version should purchase; Benchmark Series: Access 2010 Level 2; Denise Seguin; EMC Paradigm; 978-0-76383-43076 | | | | | |
| CEQA-253 | Enterprise Resource Planning (ERPs) and Business | eBusiness: A Canadian Perspective for a Networked World | Gerald Trites, St. Francis Xavier University & J | Pearson Education Canada | 3rd | -0136151132 | |
| CEQA-300 | Project Management Professional Exam Prep | PMBOK 4th Edition | Project Management Institute | Project Management Institute | 2008 | -9781933890517 | Highly recommended students purchase the PMBOK 4th edition from Chapters, PMI or local bookstores (most |
| CEQA-400 | Unified Modeling Language (UML) Modeling with | Object-Oriented Technology: From Diagram to Code with Visual Paradigm for UML | Curtis Tsang | McGraw Hill Higher Education | 1 Edition, 2005 | - 0073214507 | |
| CEQA-401 | Systems Analysis | Systems Analysis & Design | Shelly Cashman Series, Shelly & Rosenblatt | Thomson Course Technology | 10th Edition | - ISBN 538481617 | |
| CEQA-500 | XML-Introduction | NEW PERSPECTIVES ON XML - COMPREHENSIVE | Patrick Carey | Nelson Canada | Current | -1418860646 or 9781418860646 | No substitute for textbook(s) unless otherwise stated. |
| CEQA-600 | SQL Introduction | Oracle 11g:SQL | Joan Casteel | Nelson Canada | 2nd Edition | -1439041288 or 9781439041284 | No substitute for textbook(s) unless otherwise stated. |
| CEOL-200 | Criminal Psychology - Psychopathic Minds | no book required | | | | - | no book required for this course - now part of the course content |
| CEOL-201 | Criminal Psychology II - Criminal Minds | | | | | | |
| CEOL-202 | Sexual Violence | Dark Dreams | Roy Hazelwood & Stephen g. Michaud | St. Martin's Press | | -0312980116 | |
| CEOL-203 | Domestic And Workplace Violence | | | | | | |
| CEOL-204 | Cults and Terrorism | no text required | | | | - | |
| CEOL-205 | Co-dependency as an Addiction | Why Women Want What They Can't Have | Sacco, P.A. | | | - | |
| CEQA-240 | Principles of Quality Assurance | Quality Planning and Analysis | Juran and Gryna | McGraw-Hill Ryerson | 5th | -0072966629 | |
| CEQA-241 | Total Quality Management | Quality Management for Organizational Excellence: Introduction to Total Quality | David L. Goetsch, Stanley B. Davis | Prentice Hall | 6th | -0135019672 | |
| CEQA-242 | Computer Applications in Quality Assurance | There is not a textbook for this course. All learning materials, including course notes, PowerPoint presentations and self-tests are posted on the website. | | | | - | |
| CEQA-243 | Statistical Methods of Quality Assurance | Introduction to Statistical Quality Control | Douglas Montgomery | John Wiley & Sons | 6th | -0-470-169923 | |
| CERE-801 | Real Estate Practice and Procedure 1 | Residential Real Estate Transactions | Kurtz, Emmans, Blatt | Emond Montgomery | 3rd | -9781552392812 | no substitutions |
| CERE-802 | Real Estate Practice and Procedure 2 | Residential Real Estate Transactions | Kurtz, Emmans, Blatt | Emond Montgomery | 3rd | -9781552392812 | no substitutions |
| CESI-301 | Practical Business Writing (ESL) | Technically Speaking English at Work | Susan Quirk Drolet and Ann Farrell Seguin | Pearson Longman | 2nd | -978-2-7613-2570-2 | |
| | | An English Dictionary such as Longman English Dictionary | | | | | |
| CESI-303 | Crisis Intervention | A Guide to Crisis Intervention | Kristi Kanel | Nelson | 4th | -0840034296 or 9780840034298 | |
| | | Movie titled CRASH with Sandra Bullock, Don Cheadle and Ryan Philippe | unknown | unknown | unknown | -N/A | Students are required to watch this movie as part of the course. They can either buy a copy from Amazon.ca or simply |
| CESI-991 | The Healthy Garden | Practical Horticulture | Williams Rice & Rice Jr. | Prentice | 7th | -0135038669 | No substitute for textbooks unless otherwise stated |
| CESI-997 | Creative Writing-Beginners | NO TEXT REQUIRED | | | | -, | |
| CESI-998 | Creative Writing-Intermediate | NO TEXT REQUIRED | | | | -, | |
| CETH-101 | Introduction to Thanatology | The Ultimate Challenge: Coping with Death, Dying and Bereavement | Marilyn Hadad | Nelson Education | | -978-0-17-610433-7 | |
| CETH-102 | Religious Beliefs, Traditions and Customs of Death | The Ultimate Challenge: Coping with Death, Dying and Bereavement | Marilyn Hadad | Nelson Education | 1st | -978-0-17-610433 | |
| CETH-103 | Mourning, Grief & Bereavement: Reactions and Responses to Death | The Mourning Handbook | Helen Fitzgerald | Simon and Schuster | current | -ISBN10: 0-684-80161-2 | |
| CETH-104 | Coping with Death: Counselling, Support Groups and Alternative Therapies | The Mourning Handbook | Helen Fitzgerald | Simon and Schuster | current | -0-671-86972-8 | by Published by ISBN: |
| | | Tea Soup | Pat Schweibert | | | | |
| | | The Grief Recovery Handbook, 20th Century Expanded Edition | John W. James | | | | |
| | | How to Go On Living When Someone You Lover Dies | Rando | | | | |
| CETH-105 | Learning from Death and Dying | Dying Well | Ira Byock | Riverhead Books, a division of Penguin | 1997 | -ISBN: 1-57322-657-2 | |
| | | Final Gifts: Understanding the Special Awareness, Needs and Communications fo the Dying | Maggie Callanan | Bantam Books | 1997 | -ISBN: 0553378767 | |
| | | Tuesdays with Morrie | Mitch Albom | Random House | | -ISBN: 0-307-27563-9 | |

Centennial College Fall 2011 Distance Learning Text Book List

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|----------|---|--|---|--|------------------------------|--|--|
| CETR101 | Quality Assurance | Managing for Quality and Performance Excellence, | James R. Evans and William M. Lindsay | Nelson Education | 8th | -9780324783209 | |
| CEWR-101 | Writing for Publication I | Course Notes | | | | - | |
| CEWR-102 | Writing for Publication II | Course Notes | | | | - | |
| CEWR-103 | Grammar for Writing Professionals | Bedford Basics: A Workbook for Writers 3rd | Hacker, Diana and Wanda Van Goor | VHPS (St. Martin's Press), 16365 James Madison HWY, Gordonsville, VA 229 | | -0-312-15457-7 | |
| CEWR-202 | Science Fiction | The Time Machine/War of the Worlds | Wells, H. G. | Fawcett Premier/Random House Publishing | | -0449300439 | No substitute for textbooks unless otherwise stated |
| | | Childhood's End | Clarke, Arthur C. | Del Rey | | -0-345-34795-1 | No substitute for textbooks unless otherwise stated |
| | | The Oxford Book of Science Fiction Stories | Shippey, Tom | OUP | | -0192803816 | No substitute for textbooks unless otherwise stated |
| CEWR-203 | Writing Short Stories | Canadian Short Stories | Brown/Bennett | Pearson | | -0321248503 | No substitute for textbooks unless otherwise stated |
| CEWR-204 | Romance Writing | (Suggested text - Optional) On Writing Romance: How to Craft Novel that Sells | Leigh Michaels | Writers Digest Books | | -978-1582974361 | |
| CEWR-205 | Introduction to Children's Literature | And Tango Makes Three | J. Richardson & P. Parnell | Simon&Schuster Books for Young Readers | | -978-0-689-87845-9 | No substitute for textbooks unless otherwise stated |
| | | The Paperbag Princess | R. Munsch | Annick | | -0-920236-16-2 | |
| | | Charlotte's Web | White, E.B. | Harpercollings Canada Ltd. | | -0-06-440055-7 | |
| | | Hana's Suitcase | Levine, Karen | Second Story Press | | -1-896764-55-X | |
| CEWR-206 | Introduction to Non-Fiction | Telling True Stories | Mark Kramer, Wendy Call | Plume Books | | -978-0-452-28755-6 | |
| CFRM-140 | Introduction to Fundraising | No textbook required. | | | | - | |
| CFRM-141 | Methods of Fundraising | No Textbook Required | | | | - | |
| CFRM-142 | Strategic Management of Campaigns | No Textbook Required | | | | - | |
| CFRM-143 | Donor Relationships in Fundraising | No Textbook Required | | | | - | |
| CFRM-144 | Fundraising as Management Process | No Textbook Required | | | | - | |
| CFRM-145 | Volunteer Management | Management of Volunteer Services in Canada | | Johnston | 3rd | -1-895271-35-5 | |
| ECON-103 | Microeconomics | Exploring Microeconomics | Sexton/Fortura/Kovacs | Nelson | 2nd Canadian Edition | -978-017-6500221 | No substitute for textbooks unless otherwise stated |
| ECON-104 | Macroeconomics | Exploring Macroeconomics | Sexton/Fortura | Nelson | 2nd Canadian Edition | -017650141x | No substitute for textbooks unless otherwise stated |
| FINA-330 | Introduction to Islamic Finance & Investment | Islamic Finance Qualification (IFQ) | | Chartered Insitute for Securities and Investment | 3rd | - | Workbooks must be ordered through Centennial College. Please call 416-289-5000 ext. 2555. Textbook orders must be |
| FSWR-101 | Institutional Food Service | No text required - notes provided online | | | | - | |
| FSWR-102 | Communication and the Food Service Worker | No text required - notes provided online | | | | - | |
| FSWR-103 | Sanitation and Safety | No text required as of F10 ... all notes available online | | | | - | |
| FSWR-104 | Nutrition in Health Care | No text required for W11 - notes provided online | | | | - | |
| FSWR-105 | Quantity Food Preparation | No text required - notes provided online | | | | - | |
| GNED-120 | Introduction to Complementary Therapies | The Alternative Medicine: A definitive Guide | Trivieri Jr. Anderson | Celestial Arts Ten Speed Press | 2nd | -1587611414 | |
| GNED-128 | Personality Psychology | Personality Psychology: Domains of Knowledge About Human Nature | Larson, Randy, J., & Buss, David, M. | New York, N.Y.: McGraw-Hill. | 4th Ed. | -978-0073370682 | |
| GNED-129 | Psychology Introduction | Essentials of Understanding Psychology with Iconnet | Feldman, Dinardo | McGraw Hill | 3rd Canadian | -9780070919327 or 0070919321 | No substitute for textbook(s) unless otherwise stated. Same textbook edition however new ISBN reflects the text with |
| GNED-130 | Sociology Introduction | Sociology, A Matter of Perspective | Witt and Hermiston | McGraw Hill Ryerson | Canadian | -0070919941 or 9780070919945 | No substitute. |
| GNED-135 | Social Psychology | Exploring Social Psyc | David Myers; Steven Smith | Division: Canadian Higher Education | Second Edition | -9780070968745 | |
| GNED-137 | Stress, Wellness and Nutrition | An Invitation to Health: Brief Edition W Magazine with online access code | Hales & Lauzon | Nelson | Second Canadian | -9780176510770 | No substitute for textbook(s) unless otherwise stated. |
| GNED-144 | Lifespan Development with My Development Lab | Denise Boyd, Helen Bee, and Paul Johnson | Pearson | 4TH EDITION | ISBN -978-0-205-055-753 | ISBN -978-0-205-055-753 | |
| GNED-147 | Ethical Issues in Business | An Introduction to Business Ethics | Joseph R. DesJardins | McGraw-Hill | 4th edition | -9780073535814 | |
| GNED-159 | Geography and Tourism | Canadian Oxford World Atlas 6/e | Quintin Stanford | Oxford University Press | 6th | -9780195429299 | |
| GNED-160 | Exploring Customer Service | No Text required | | | | - | |
| GNED-175 | Human Sexuality | Understanding Human Sexuality | Janet Shibley Hyde, John D. DeLamater, E. Sa | McGraw Hill Ryerson | 4th | -0070764107 | |
| GNED-185 | Canadian Politics | Canadian Politics: Concise 5th Edition | Rand Dyck- Carleton University | Thomson Nelson | | -9780176503437 | |
| GNED-190 | Growing Up Digital - Living and Working in Canada | | | | | - | |
| HLTH-900 | Arrhythmia Interpretation | As of F09 Workbook is no longer required | | | | - | |
| HRMT-301 | Human Resource Management Principles | MANAGING HUMAN RESOURCES | Belcourt | Nelson Canada | 6th Canadian Edition | -0176501789 or 9780176501785 | No substitute for textbook(s) unless otherwise stated. |
| HRMT-302 | Recruitment and Selection | Recruitment and Selection in Canada with HR Reporter Info Track kit | Catano, Wiesner, Methot, Hacket | ITP Nelson | 4th | -017-650012-X | |
| HRMT-303 | Labour Economics | Introduction to Canadian Labour Market & HR Reporter | Drost & Hird | Nelson Canada | Second | -0176424016 | No substitute for textbook(s) unless otherwise stated. |
| HRMT-307 | Human Resource Planning and Development | Strategic Human Resources Planning | Belcourt & McBey | ITP Nelson | 4th | -0-17-650132-0 | |
| HRMT-308 | Industrial Relations | Labour Relations | Suffield, Larry | Pearson, Prentice Hall | 3rd edition | -0-13-262632-2 | |
| HRMT-310 | Occupational Health and Safety | Management of Occupational Health and Safety | Kelloway | Nelson | 5th | -0-17-650248-3 | |
| HRMT-311 | Compensation Management | Compensation | Milkovich, Newman, Cole | McGraw-Hill Ryerson | 3rd | -9780070967427 | |
| HRMT-312 | Training and Development | Managing Performance Through Training and Development | Saks & Haccoun | Nelson | 5th, 2nd reprint | -9780176616229 or 0176616225 | |
| HRMT-316 | Dispute Resolution | Conflict for the Helping Professions | Allan Edward Barsky | Thompson Learning | Current Edition (second) | -0495092258 | |
| HRMT-317 | Introduction to Financial Management Accounting | Managerial Accounting 4th Edition Jiambaloo Selected chapters from Weygandt Account | Weygandt and Jiambalvo | Wiley and Sons | 4th Edition Jiambalvo; 5th E | -978-0-47-0681115-2 | |
| INTL-231 | Traffic and Transportation | Professional Education Course - Volumes I & II | Canadian International Freight Forwarders Association | | Current Edition | - | |
| LANG-401 | French I | Any French-English dictionary | | | | - | |
| | | Francais CD - level 1 | College coordinators to order from Kim Sharpe at Durham College via email, kim.sharpe@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | - | |
| LANG-402 | French 2 | Any French-English dictionary | | | | - | |
| | | Francais CD - level 2 | College coordinators to order from Kim Sharpe at Durham College via email, kim.sharpe@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | - | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | |
| LANG-403 | French 3 | Any French-English dictionary | | | | - | |
| | | Francais CD - level 3 | College coordinators to order from Kim Sharpe at Durham College via email, kim.sharpe@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | - | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | |
| LANG-404 | French 4 | Any French-English dictionary | | | | - | |
| | | Francais CD - level 4 | College coordinators to order from Kim Sharpe at Durham College via email, kim.sharpe@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | - | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | |
| LANG-405 | French 5 | Any French-English dictionary | | | | - | |
| | | Francais CD - level 5 | College coordinators to order from Kim Sharpe at Durham College via email, kim.sharpe@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | - | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | |
| LTRM-700 | Operational Overview | Online lectures | | | | - | |
| LTRM-701 | Financial Management (Retirement Communities/Long | No Textbook required | | | | - | |
| LTRM-702 | Sales and Marketing | | | | | - | |
| LTRM-703 | Environmental Services | Online lectures | | | | - | |
| LTRM-704 | Human Resources & Labour Relations in the Retirement Communities Management | | | | | - | |
| LTRM-705 | Healthy Adult Aging | | | | | - | |
| LTRM-706 | Resident Centred Care | | | | | - | |
| LTRM-707 | Food Nutrition & Hospitality Management for | Introduction to Foodservice | June Payne-Palacio | Pearson Prentice Hall. | 11th | -978-0-13-500820-1 | |
| MATH-135 | Basic Arithmetic | Essential Mathematics - Student Oriented Teaching or Self Study Text | Rudolf A. Zimmer | Kendall/Hunt - Please order texts if order is unde | Third | -787251127 | |
| | | Student Manual for Essential Mathematics - Student Oriented Teaching or Self Study Tex | Rudolf A. Zimmer | Kendall/Hunt - Please order texts if order is unde | Third | -787253286 | |
| MGMT-222 | Management Principles | Fundamentals of Management | Robbins | Pearson | 6th | -0138001413 | No substitute for textbooks unless otherwise stated |
| MKTG-116 | Marketing I | Marketing | Crane, Kerin, Hartlet, Rudelius | McGraw-Hill Ryerson | 8th Canadian | 13: 978-007000990-5 or 10: 007000990-2 | No substitutions |
| MKTG230 | Personal Selling | | | | | - | |
| MKTG-331 | Integrated Marketing Communication I | Advertising & Promotion | Belch, Belch, Guolla | McGraw Hill Ryerson | 3rd Cdn | -0070974284 | |
| OMDP-102 | Personal Success-OMDP | Participant Guide for Personal Success | Order from Canadore College Book Store at www.efollett.com. | | | -02CN02 | Order from Canadore College Book Store at www.efollett.com. |
| OMDP-103 | Human Relations (OMDP) | | | | | - | |

Centennial College Fall 2011 Distance Learning Text Book List

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|----------|--|---|---|---|-------------------|--|------------------------------|--|
| OMDP-105 | Dealing with Difficult People | | | | | | | |
| PFPR-101 | Canadian Criminal Justice System | Criminal Justice In Canada | Goff | Nelson | | | -0176501738 | |
| | | Martins Criminal Code 2011/2012 | Martin | Emond Montgomery | 2011 OR 2012 | | -05277892 | |
| PFPR-102 | Community and Social Services | Social Welfare in Canadian Society | Rosalie Chappell | ITP Nelson Publishing Company | | | -0176414118 | |
| PFPR-104 | Principles of Ethical Reasoning | Ethical Issues in Law Enforcement | Evans | Emond | 3rd | | -978-155239-2096 | |
| PFPR-121 | Criminal and Civil Law | Martin's Annual Criminal Code 2011 or 2012 | Martin | Emond Montgomery Publications | 2010 or 2011 | | -005277892 | |
| PFPR-123 | Interpersonal and Group Dynamics | Interpersonal & Group Skills for Law Enforcement | Terri M. Geerinck | Pearson Education | 2nd | | -9780131744684 | |
| PFPR-124 | Political Science/Public Administration (LASA) | Canadian Political Structure and Public Administration | Booth, O'Brien | Edmond Montgomery Publications | 3rd edition | | -978-1-55239-257-7 | |
| PFPR-125 | Criminology | Canadian Criminology | Winterdyk | Prentice | 2nd | | -0131234250 | No substitute for textbooks unless otherwise stated |
| PFPR-126 | Contemporary Canadian Social Problems | Contemporary Canadian Social Issues | Niessen, Carmen & Bromwich, Rebecca | Emond Montgomery Publications Ltd. (2008) | 2nd | | -978-1-55239-229-4 | Course material should be purchased from : www.textnet.ca |
| PFPR-127 | Diversity & First Nations | Diversity and First Nations in Law Enforcement | Kazarian, Crichlow, Bradford | Edmond Montgomery | 3rd | | -9781552392232 | No substitute for textbook(s) unless otherwise stated. |
| PFPR-128 | First Nations Peoples | First Nations People | Pamela Williamson | Edmond Montgomery Publications Limited | 2nd | | -1-55239-144-2 | |
| PFPR-203 | Criminal Code | MARTIN'S ANNUAL CRIMINAL CODE, 2010 or 2011 | Martin | Emond Montgomery | 2010 or 2011 | | -005277892 | Students may use either the 2010 or 2011 edition for the fall semester. |
| PFPR-204 | Interviewing & Investigations | Interviewing and Investigation | Watkins, Turtle, Euale | Emond Montgomery | 2nd Edition, 2011 | | -978-1-55239-379-6 | Course material should be purchased from : www.textnet.ca |
| PFPR-205 | Youth in Conflict-PFP | No text required-resources available on-line | | | | | | |
| PFPR-206 | Provincial Offences | Provincial Offences: Essentials Tools for Law Enforcement | Gilbert & Maher | Emond Montgomery | Second | | -9781552392546 | |
| PFPR-209 | Communications II - Law Enforcement | Duty Book Triform (needed for F10 & W11) | Triform | Carswell Thompson | | | -Product Code LD24 | No substitute for textbook(s) unless otherwise stated. Carswell Thompson can be reached at 1-800-342-6288. |
| | | To Serve and Protect: Communications in Law Enforcement in Canada | Lucy Valentino | Nelson | 1st Cdn edition | | -9780176501259 or 0176501258 | |
| PFPR-210 | Police Powers I | Optional - MARTIN'S ANNUAL CRIMINAL CODE, 2011 or 2012 | Martin | EDMOND MONTGOMERY | 2010 or 2011 | | -005277892 | No substitute for textbook(s) unless otherwise stated. |
| | | Basic Police Powers | Gino Arcaro | Emond Montgomery | 4th edition | | -9781552392881 | |
| PFPR-211 | Police Powers II | Martin's Annual Criminal Code 2011 or 2012 | Martin | EMOND MONTGOMERY | 2010 or 2011 | | -005277892 | No substitute for textbook(s) unless otherwise stated. |
| | | Basic Police Powers | Gino Arcaro | Emond Montgomery | 4th edition | | -9781552392881 | Retained from Police Powers I DU-PFP8303 |
| PFPR-221 | Investigation & Evidence | Principles of Evidence for Policing | Evale, Martin, Rock, Sadek | Emond Montgomery | 1st | | -1552390446 | No substitute for textbook(s) unless otherwise stated. |
| PFPR-222 | Criminal Code and Federal Statutes | Martin's Annual Criminal Code 2011 or 2012 | Rosenberg | Edmond Montgomery | 2010 or 2011 | | -005277892 | No substitute for textbook(s) unless otherwise stated. |
| PFPR-224 | Traffic Management | The Annotated Ontario Highway Traffic Act 2010 | Murray Segal | Thomson Carswell Publishers | 2010 | | -9780779826933 | 2010 edition must be used for the fall course. No substitutes will be acceptable. |
| | | Martin's Criminal Code 2011 or 2012 | Martin | Emond Montgomery | 2011 OR 2012 | | -005277892 | Retained from other PFP courses. |
| PFPR-225 | Fitness II (formally Lifestyle Management II) | Fitness and Lifestyle Management for Law Enforcement | Nancy Wagner Wisotzki | Emond Montgomery | Third | | -9781552392324 | No substitute for textbook. |
| PFPR-226 | Community Policing I | Community Policing - Working to Build Safe Communities | H. Hodgson | Emond Montgomery | | | -1-55239-040-3 | |
| PFPR-227 | Community Policing II | COMMUNITY BASED STRATEGIC POLICING IN CANADA | GRIFFITHS & WHITELAW | NELSON THOMPSON LEARNING | 3rd | | -9780176500184 | No substitute for textbook(s) unless otherwise stated. |
| PHAR-401 | Professional Practice - Pharmacy Technician Bridging | Focus on Safe Medication Practices, 2008 | Rantucci, M., Stewart, C., Stewart | Lippincott Williams & Wilkins, Philadelphia, PA | | | -ISBN 978-0-7817-7078 | None |
| PHAR-402 | Product Preparation - Pharmacy Technician Bridging | | | | | | | |
| PHAR-403 | Management of Drug Distribution - Pharmacy | | | | | | | |
| PHAR-404 | Pharmacology - Pharmacy Technician Bridging | Book Name: Pharmacology for Pharmacy Technicians | Kathy Moscou, Karen Snipe | Mosby | n/a | | -978-0-323-04720-3 | n/a |
| RCMO-802 | Field Placement 1 for Retirement Communities | | | | | | | |
| TRAN-901 | Introduction to Logistics Management | Supply Chain Management: A Logistics Perspective (| Coyle/Langley/Gibson/Novack/Bardi | Southwest | 8th Edition | | -978-0-324-37692-0 | |
| TRAN-903 | Integrated Logistics Management | Supply Chain Logistics Management, | Donald J. Bowersox, David J Closs, M.B Cooper | McGraw Hill | 3rd Edition | | -978-0-07-337787-2 | |
| TRAN-912 | Transportation Management | Supply Chain Management: A Logistics Perspective (| Coyle/Langley/Gibson/Novack/Bardi | Southwest | 8th Edition | | -978-0-324-37692-0 | |