

| Centennial Code | Course Title | Textbook Title 1 | Textbook Author 1 | Textbook Publisher 1 | Textbook Edition 1 | Textbook ISBN 1 | Textbook Special Instruction 1 | Computers Software Reqts |
|-----------------|--|---|---|---------------------------------|----------------------|-----------------|--|---|
| ABIO012 | ACE Biology | Life | Lewis, R., Parker, B., Gaffin, D. & Hoefnagels, M. | McGraw Hill Ryerson | 6th edition | -9780072931129 | Text is provided by the College Sector Committee at no cost to the student | |
| ACCT112 | Financial Accounting 1 | Accounting Principles Part I | Kieso/Weygandt | Wiley | 4th | -9780470153697 | No substitute for textbooks unless otherwise stated | Excel |
| ACCT221 | Financial Accounting 2 | Accounting Principles Part 2 & 3 | Weygandt/Keiso/Kimmel/Trenholm | Wiley | 4th | -0470153881 | | Excel |
| ACCT222 | Managerial Accounting I | Managerial Accounting | Garrison, Noreen; Chelsey, Carroll | McGraw-Hill Ryerson | 8th Canadian | -9780070980822 | No substitute for textbooks unless otherwise stated | Excel |
| ACCT224 | Financial Management I | Foundations of Financial Management | Stanley Block, Geoffrey Hirt & Doug Short | McGraw Hill Ryerson | 8th | -0070965447 | No substitute for textbooks unless otherwise stated | Excel |
| ACCT226 | Taxation 1 | Canadian Tax Principles | Byrd | Pearson | 2009/2010 | | No substitute for textbooks unless otherwise stated | Excel |
| ACCT255 | Intermediate Accounting I | Intermediate Accounting Volume 1 | Kieso/Weygandt/Warfield/Young | Wiley | 8th | -9780470839799 | No substitute for textbooks unless otherwise stated | Excel |
| | | Intermediate Accounting Volume 1 - Study Guide | Kieso/Weygandt/Warfield/Young | Wiley | 8th | -9780470153130 | No substitute for textbooks unless otherwise stated | |
| ACCT265 | Intermediate Accounting II | Intermediate Accounting Volume I | Kieso, Weygandt | Wiley | 8th | -9780470839799 | No substitute for textbooks unless otherwise stated | Excel |
| | | Intermediate Accounting Study Guide Vol 1 | Kieso, Weygandt | Wiley | 8th | -9780470153130 | No substitute for textbooks unless otherwise stated | |
| | | Intermediate Accounting Volume 2 | Kieso, Weygandt | Wiley | 8th | -9780470839805 | No substitute for textbooks unless otherwise stated | |
| | | Intermediate Accounting Study Guide Volume 2 | Kieso, Weygandt | Wiley | 8th | -9780470153147 | No substitute for textbooks unless otherwise stated | |
| ACCT322 | Managerial Accounting II | Managerial Accounting | Garrison, Noreen; Chelsey, Carroll | McGraw-Hill Ryerson | 8th Canadian Edition | -9780070980822 | No substitute for textbooks unless otherwise stated | Excel |
| | | No Longer required: Workbook/Study Guide | | | | | | |
| ACCT331 | Auditing I | Auditing: An International Approach | Smieliauskas, Bewley | MCGRAW-HILL RYERSON | 4th Canadian Edition | -0070951691 | No substitute for textbook(s) unless otherwise stated. | |
| ACCT332 | Auditing II | AUDITING: AN INTERNATIONAL APPROACH | Smieliauskas, Bewley | MCGRAW-HILL RYERSON | 4th CANADIAN EDITION | -0070951691 | No substitute for textbook(s) unless otherwise stated. | |
| ACCT336 | Taxation II | Canadian Tax Principles 2008-2009 | Byrd, Clarence | Pearson Educaiton | current | -0132074753 | | |
| | | Effective W10 - Canadian Tax Principles 2009-2010 & Study Guide Package | Byrd, Clarence | Pearson Education | 2009-2010 | -0138006466 | | |
| ACCT355 | Intermediate Accounting III | Intermediate Accounting Vol. 2 | Kieso, Weygandt | Wiley | 8th | -9780470839805 | No substitute for textbooks unless otherwise stated | Excel |
| | | Intermediate Accounting Problem Solving Guide Vol 2 | Kieso, Weygandt | Wiley | 8th | -9780470153147 | | |
| ACCT361 | Introduction to Forensic Accounting | Fraud Examination | W. Steve Albrecht | Nelson | 3rd | -9780324560848 | | Internet access, email account, MS Word |
| ACHE012 | ACE Chemistry | None required | | | | | | |
| ACMP012 | ACE Computers | No required textbook | | | | ~ | | |
| ACOM012 | ACE Communications | No required textbook | | | | ~ | | |
| AMAT012 | ACE Core Math | Elementary Technical Mathematics | Dale Ewen and C. Robert Nelson | Thomson Brooks/Cole | 9th edition 2007 | -0495012742 | Text is provided by the College Sector Committee at no cost to the student | |
| AMAT013 | ACE Business Mathematics | Mathematics - Making Financial Decisions 11 | Brosseau, Erdman, Fawcett, Irvine, McCudden, Mehler, Miller, Perivolaris, Saarimaki | McGraw Hill Ryerson | 2001 | -0070864888 | Text is provided by the College Sector Committee at no cost to the student | |
| AMAT014 | ACE Technology Math | 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 | |
| | | 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 | |
| | | Essential Mathematics | Rudolph A. Zimmer | Kendall/Hunt Publishing company | 3rd edition | -0787251127 | Textbook is for reference/refresher ONLY from Core Math if needed. | |
| AMAT015 | ACE Apprenticeship Math | Mathematics for the Trades, Canadian edition | Robert A. Carman, Hal M.Saunders and Tom Mills | Pearson Prentice Hall | | -0131216368 | Text is provided by the College Sector Committee at no cost to the student | |
| | | Elementary Technical Mathematics | Dale Ewen and C. Robert Nelson | Thomspon Brooks/Cole | 9th edition | -0495012742 | Text is provided by the College Sector Committee at no cost to the student | |
| APHY012 | ACE Physics | Applied Physics | Ewen, Nelsen, et al | Prentice Hall | 8th edition | -0131101692 | Text is provided by the College Sector Committee at no cost to the student | |
| ASEL012 | ACE Self Management and Self Direction | No required textbook | | | | ~ | | |
| BUSN221 | Introduction to Business Management & Organizational Behaviour | Canadian Organizational Behaviour | McShane, Steven L. and Steen | McGraw-Hill | 7th | -9780070979895 | | None |
| BUSN225 | Quantitative Methods I | Basic Statistics for Business and Economics | Lind, Marchal, Wathen & Waite | McGraw Hill | 3rd Canadian Edition | -TBA | No substitute for textbooks unless otherwise stated | Excel & Word |
| BUSN325 | Quantitative Methods II | Basic Statistics for Business Economics | Lind, Marchal, Wattan and Waite | McGraw | 3rd Canadian Edition | -TBA | No substitute for textbooks unless otherwise stated | Excel & Word |
| BUSN331 | Business Law I | The Law and Business Administration in Canada | Smyth, Soberman, Easson | Prentice | 12 | -0136109039 | No substitute for textbooks unless otherwise stated | |
| BUSN333 | Business Communications | Excellence in Business Communication 3rd Cdn Ed | John V. Thill, Bovee & Cross | J. Pearson Education Canada | 3rd Cdn | -9780132396707 | | |

| | | | | | | | | |
|-----------|--|--|--------------------------------------|--|-------------------|--|---|--|
| Cancelled | Database Fundamentals | The Practical SQL Handbook Using SQL Variants | Bowman Emerson Darnovsky | Addison Wesley - Pearson | 4th | -0201703092 | No substitute for textbooks unless otherwise stated | Windows XP Professional, Windows 2000 Workstation or Windows 2003, High Speed Internet connection recommended. |
| Cancelled | Fundamentals: HTML, Javascript, CGI | HTML: A Beginner's Guide | Wendy Willard | McGraw | 3rd | -0072263784 | No substitute for textbooks unless otherwise stated | |
| | | HTML & XHTML: The Definitive Guide | Musciano | O'Reilly | 6th | -0596527322 | | |
| Cancelled | Writing for the Web | TBA | | | | ~ | No substitute for textbooks unless otherwise stated | |
| Cancelled | Introduction to C# Programming | Visual C# 2008 How to Program | Deitel & Deitel | Prentice Hall, 2008 | 3rd Edition | -ISBN-10: 013605322X ISBN-13: 978-0136053224 | | Microsoft Windows XP Service Pack 2 or 3 Min. of 192 MB of RAM (384 MB preferred) At least a 1 GHz processor (1.6 GHz preferred) Microsoft Windows Vista or Windows Vista SP1 Min of 768 NB of RAM (1 GB preferred) At least 1.6 GHz processor (2.2 GHz preferred) Software: Visual Studio 2008 Professional Edition or Visual C# 2008 Express Edition |
| | | Reference only (Purchase not required): icrosoft Visual C# 2008: An Introduction to Object-Oriented Programming, 3rd Edition | Joyce Farrell | Cengage Learning | 3rd Edition 2009 | -ISBN-10: 1423902556 ISBN-13: 9781423902553 | | |
| Cancelled | Developing Web Applications with ASP.NET and C# | Beginning ASP.NET 3.5 in C# 2008: From Novice to Professional, Second Edition, | Matthew MacDonald | Apress | November 2007 | -ISBN: 978-1-59059-891-7, Web ISBN: 1-59059-891-1. | | Microsoft Windows XP Service Pack 2 or 3 Min. of 192 MB of RAM (384 MB preferred) At least a 1 GHz processor (1.6 GHz preferred) Microsoft Windows Vista or Windows Vista SP1 Min of 768 NB of RAM (1 GB preferred) At least 1.6 GHz processor (2.2 GHz preferred) Software Requirements: Visual Web Developer 2008 Express Edition |
| | | Reference Books (Purchase not required): Programming Microsoft ASP.NET 3.5 | Dino Esposito | Microsoft Press | February 23, 2008 | -ISBN-10: 0735625271, ISBN-13: 978-0735625273. | | |
| Cancelled | Introduction to Fraud Examinations | | | | | | | |
| Cancelled | Financial Crimes Investigations | | | | | | | |
| Cancelled | Introduction to Intelligence Gathering | | | | | | | |
| Cancelled | Forensic Accounting | | | | | | | |
| Cancelled | Financial Institutions and Identity Theft | | | | | | | |
| Cancelled | Electronic Evidence | | | | | | | |
| Cancelled | International Legal Elements | | | | | | | |
| Cancelled | Ethics and Fraud Criminology | | | | | | | |
| Cancelled | Practical Case Management | | | | | | | |
| Cancelled | Advance Fraud Examinations | | | | | | | |
| CCTC501 | Cisco Certified Network Associate 1- Networking Fundamentals | 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 | Any computer that has Internet connectivity; Any word processing package (eg: Word), software will be provided free for download |
| CCTC502 | 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 | Any computer that has Internet connectivity; Any word processing package (eg: Word), software will be provided free for download |
| CCTC503 | Cisco Certified Network Associate 3- Routing & Switching | OPTIONAL: LAN Switching and Wireless, CCNA Exploration Companion Guide | Wayne Lewis | Cisco Press | 1st | -978-1-58713-207-0; | Optional | Any computer that has Internet connectivity ; Any word processing package (eg: Word), software will be provided free for download |
| CCTC504 | Cisco Certified Network Associate 4- Wide Area Networking | OPTIONAL: Accessing the WAN, CCNA Exploration Companion Guide | Rick Graziani, Bob Vachon | Cisco Press | 1st | --978-1-58713-205-6 | Optional | Any computer that has Internet connectivity; Any word processing package (eg: Word), software will be provided free for download |
| CCTC511 | Network+ | Network+ Guide to Networks | Tamara Dean | Course Technology | 5th Edition | -1423902459 | no substitutions | Students should have supervisor access to a network operating system, preferably Windows 2000 Server. A trial copy may be downloaded or purchased (you pay only for the shipping ? 5.95 US) from the Microsoft web site. There are optional labs associated with the course that need to be completed on a PC running 2000 Server. |
| CCTC531 | 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 | Students should have access to Windows 2003 Server software There are optional labs associated with the course that need to be completed on a PC running 2003 Server. |
| CEAB900 | Automotive Damage Appraisal | Material to be supplied by the instructor | Ken Smith | | | ~ | | MS Word and Power Point and email software. |
| CEAM919 | Automotive: Service Advisor I | | | | | | | Microsoft word and PowerPoint |
| CEAM963 | Automotive Service Advisor 2 | | | | | | | Microsoft word and PowerPoint |
| CEBR101 | Braille Level 1 | Package (includes a textbook, manual & supplement, Braille eraser & paper) | | Order the package from the Mohawk College bookstore at http://mohawk.bookware3000.ca | | ~ | | |
| | | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | CNIB-Vision's Unlimited Store, 1929 Bayview Ave, Toronto. Inquiries: contact irc@lib.cnib.ca or visit http://www.cnib.ca . | | ~ | Braille can also be obtained through the Local School Board. | |

| | | | | | | | | |
|--------------------|--|--|---|--|------------------|---|---|---|
| CEBR102 | Braille Level 2 | Package (includes a textbook, 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. | | CNIB-Vision's Unlimited Store, 1929 Bayview Ave, Toronto. Inquiries: contact irc@lib.cnib.ca or visit http://www.cnib.ca . | | ~ | Braille can also be obtained through the Local School Board. | |
| CEBR103 | Braille Level 3 | Package (includes a textbook, 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. | None |
| | | (Required) Perkins Braille-Students are responsible for obtaining the braille. | | CNIB-Vision's Unlimited Store, 1929 Bayview Ave, Toronto. Inquiries: contact irc@lib.cnib.ca or visit http://www.cnib.ca . | | ~ | Braille can also be obtained through the Local School Board. | |
| CEBR104 | Braille Level 4 | Package (includes a textbook, 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. | | CNIB-Vision's Unlimited Store, 1929 Bayview Ave, Toronto. Inquiries: contact irc@lib.cnib.ca or visit http://www.cnib.ca . | | ~ | Braille can also be obtained through the Local School Board. | |
| CEBS870 | How to Start a Small Business - OMDP | see Instructions | | | | ~ | For Winter 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 Winter 2010 we will not charge anything extra for mailing a CD to students. We will, however, reassess for the Spring 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. | |
| CEBW201 | Writing Grammatically | No Text Required | | | | ~ | | |
| CEBW301 | Business Writing Strategies | Impact | Margot Northey | Prentice | 7th | -0132385686 | No substitute for textbooks unless otherwise stated | PowerPoint |
| CEBW302 | Critical Thinking | Becoming a Critical Thinker: A user Friendly Manual | Sherry Distler | Pearson | Canadian Edition | -0132061368 | | |
| CEBW303 | Technical Communications | Effective Communication for the Technical Professions | Jennifer MacLennan | Oxford University Press | 2nd Edition | -9780195425475 | No substitute for textbooks unless otherwise stated | PowerPoint and Word Processing Software |
| CEBW305 | Writing a Proposal | No Text Required | | | | ~ | | |
| CEBW306 | Writing a Business Manual | The Portable Technical Writer | Murdick, Bloemker | Houghton Mifflin Company | 2001 | -0395986338 | No substitute for textbooks unless otherwise stated | |
| CEBW308 | Writing for Sales Material | No Text Required | | | | ~ | No substitute for textbooks unless otherwise stated | |
| CEBW309 | Writing a Business Plan | So you want to Write a Business Plan | Jerome S Osteryoung, Dianne L Denslow | Thompson-South Western | | -0030315336 | No substitute for textbooks unless otherwise stated | |
| CEBW310 | Writing a Marketing Plan | No Text Required | | | | ~ | | |
| CEED101 | 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 | 1st | ~ | This is a workbook , not "textbook" | |
| CEED103 | Foundations of Education | Special Education in Ontario Schools | Ken Weber/Sheila Bennett | Highland Press | 6th | -9780969306191 | | None |
| | | RECOMMENDED: Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | | 8th | -0-13-222394-5 | | |
| CEED104 | Personal and Interpersonal Dynamics | Interpersonal Communication Relating to Others | Beebe, Steven A.; Beebe, Susan J.; Redmond, Mark V.; Geerinck, Terri M. | Pearson Education | | -9780132042741 | | None |
| CEED105 GNED144 | Developmental Psychology | Lifespan Development (Canadian Edition with Chart and Access Kit) | Denise Boyd, Helen Bee, and Paul Johnson | Pearson | 3rd | -ISBN -13:978-0-205-53629-0 or ISBN-10: 0-205-53629-8 | | |
| CEED106 | Cultural Diversity in an Educational Setting | Cultural Diversity in Education - RECOMMENDED/Optional | Joan Browning | Joan Browning | | -216547 | Order from the Mohawk College bookstore at mohawk.bookware3000.ca Book has been used before, but this is the new title, when ordering. | |
| | | OPTIONAL Interpersonal Communication Relating to Others | Beebe | Pearson | | -9780132042741 | | |
| CEED107 | Practicum 1 | Educational Assistant: Field Placement | Joan Browning | Joan Browning | | -216526 | Order from Mohawk College bookstore at mohawk.bookware3000.ca | None |
| CEED108 | Practicum 2 | Educational Assistant: Field Placement | Joan Browning | Joan Browning | | -216526 | Order from Mohawk College bookstore at mohawk.bookware3000.ca | |

| | | | | | | | | |
|---------|--|--|--|--|-------------|--|--|---|
| CEED109 | Communications I | The Canadian Writer's WorkPlace Sixth Edition | Gary Lipschutz, John Roberts, John Scarry, & Sandra Scarry | Thompson/Nelson | 6th | -0176104666 | | |
| CEED201 | Computers in Education | None | | | | ~ | | Students registering in this course should have access through an elementary or secondary school site to the Ministry of Education educational software. Must have PowerPoint |
| CEED202 | Classroom Skills | None | | | | ~ | | None |
| CEED203 | Exceptionalities I | Special Education in Ontario Schools | Ken Weber/Sheila Bennett | Highland Press | 6h edition | -9780969306191 | REQUIRED | None |
| | | RECOMMENDED: Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | | 8th | -0-13-2222394-5 | | |
| CEED204 | Exceptionalities II | Special Education in Ontario Schools | Ken Weber/Sheila Bennett | Highland Press | 6th | -9780969306191 | This book is now REQUIRED | none |
| | | RECOMMENDED: Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | | 8th | -0-13-222394-5 | | |
| CEED205 | Exceptionalities III | Special Education in Ontario Schools | Ken Weber/Sheila Bennett | Highland Press | 6th edition | -9780969306191 | Reference only | |
| | | RECOMMENDED: Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | | 8th | -0-13-222394-5 | RECOMMENDED | |
| CEED206 | Communication Skills for the Educational Setting Part 1 | Signed English for the Classroom | Miller, Ralph R. and Saulnier, Karen L. | Gallaudet University Press | | -9780913580 | Please order from Mohawk College bookstore at mohawk.bookware3000.ca | None |
| | | Signed English School Book | Bornstein, Harry | Gallaudet University Press | | -9780930323 | Please order from Mohawk College bookstore at mohawk.bookware3000.ca | |
| CEED207 | Mathematics for Educational Assistants | Basic College Mathematics: An Applied Approach | Aufmann/Barker/Lockwood | Houghton, Mifflin | 8th edition | -0.547.01674.3 | | |
| CEED301 | Adaptive Computer Technology in Education | | | | | | | MS PowerPoint |
| CEED302 | Learning Strategies-Learning How to Learn | Instructional Patterns - Strategies for Maximizing Student Learning | Larry C. Holt and Marcella Kysilka | Sage publications | | -0-7619-2824-3 | | Excel |
| CEED303 | EA Role Practicum A | RECOMMENDED: Educational Assistant: Field Placement | Joan Browning | Joan Browning | | -216526 | RECOMMENDED not required Order from Mohawk College bookstore at mohawk.bookware3000.ca | Students registering in this course must have access through an elementary or secondary school site to the Ministry of Education educational software. |
| CEED304 | EA Role Practicum B | RECOMMENDED: Educational Assistant: Field Placement | Joan Browning | Joan Browning | | -216526 | RECOMMENDED, not required. Order from Mohawk College bookstore at mohawk.bookware3000.ca | No |
| CEED305 | Communication Skills for the Educational Setting Part II | Signed English for the Classroom | Miller, Ralph R. and Saulnier, Karen L. | Gallaudet University Press | | -9780913580 | Please order from Mohawk College bookstore at mohawk.bookware3000.ca | |
| | | Signed English School Book | Bornstein, Harry | Gallaudet University Press | | -9780930323 | Please order from Mohawk College bookstore at mohawk.bookware3000.ca | |
| CEED401 | Introduction to Autism Spectrum Disorder | Autistic Spectrum Disorders: A Research Review for Practitioners | Ozonoff, Rogers, Hendren | American Psychiatric Publishing Inc. | 2003 | -1585621196 | Colleges may order the Select Readings from Algonquin Publishing Centre through Algonquin College Bookstore (contact Joan Callaghan 613-727-4723 ext. 7298 *not to be given out to students) | |
| | | Select Readings | | | | -8880051789 | | |
| | | The Autism Encyclopedia: 500+ Entries for Parents and Professionals | Neisworth & Wolfe | Paul H. Brooks Publishing | 2005 | -1557666717 | CD OR DVD | |
| CEED402 | Supporting the English Language Learner | Supporting the English Language Learner | Joan Browning | Order through Mohawk College at mohawk.bookware3000.ca | | -216502 | | None |
| | | Supporting the English Language Learner: Practical Guide for Ontario Educators | Government of Ontario | Queen's Printer | 2008 | -978-1-4249-8404-6 - Print Version 978-1-4249-8405-3 - PDF version | FREE | |
| CEED403 | Life Skills and Job Coaching | No longer required: Transition Programs for Students with Moderate/Severe Disabilities | | | | | | |
| | | (Optional) Children with Exceptionalities in Canadian Classrooms | Margaret Winzer | Pearson Ed. | 8th | -0-13-222394-5 | | |
| CEED501 | Abuse and Family Violence | Reaching Out: Working Together to Identify and Respond to Child Victims of Abuse | Pearl Rimmer and Betsy Prager | ITP Nelson | | -0-17-607342-6 | | Word or WordPerfect |
| CEED502 | Racism & Discrimination | No text required. | | | | ~ | | Word Processor |
| CEED504 | Portfolio Approach to Career & Educational Planning | No Text Required | | | | | ~ | |
| CEEF101 | Translation in the Workplace Level 1 | English - French Dictionary French Verb Dictionary | | | | ~ | | |
| CEEF102 | Translation in the Workplace: English to French -Level 2 | English - French Dictionary | | | | ~ | | |
| | | French Verb Dictionary | | | | | | |
| CEEF103 | Translation in the Workplace Level 3 | English - French Dictionary | | | | ~ | | |
| | | French Verb Dictionary | | | | | | |
| CEEF104 | Translation in the Workplace Level 4 | English - French Dictionary | | | | ~ | | |
| | | French Verb Dictionary | | | | | | |
| CEEF105 | Translation in the Workplace Level 5 | English - French Dictionary | | | | ~ | | |
| | | French Verb Dictionary | | | | | | |
| CEFN801 | Financial Planning Fundamentals | Financial Planning Fundamentals | Advocis | CCH Canadian Limited | 3rd | -1-55367-6505 | | Course uses PowerPoint, Word documents |
| CEFN802 | Contemporary Practices in Financial Planning | Contemporary Practices in Financial Planning CFP Education | Advocis | CCH Canadian Limited | Current 7th | -978-1-55496-079-8. | | |
| CEFN803 | Comprehensive Practices in Risk & Retirement Planning | Comprehensive Practices in Risk and Retirement Planning | Advocis | CCH Canadian Limited | 3rd edition | -1-55367-696-3 | | |

| | | | | | | | | |
|---------|--|--|--|----------------------------------|-------------|------------------|---|---|
| CEFN804 | Wealth Management and Estate Planning | Wealth Management and Estate Planning, | Advocis | CCH Canadian Limited | 3rd | --9781553677710 | | |
| CEGI101 | Introduction to Geographic Information Systems | An Introduction to Geographical Information Systems. | Ian Heywood, Sarah Cornelius, Steve Carver | Pearson Education Ltd. | Third | -0-13-129317-6 | | Open Source Software (Map Windows) |
| CEGI102 | GIS Software - ArcView | (Version 9) Getting to Know ArcGIS Desktop | Tim Ormsby, Eileen Napoleon, Robert Burke, Laura Feaster and Carolyn Groessl | ESRI Press | Second | -978-1589-480834 | | Included with the textbook is a fully functioning 180-day trial version of ArcView 9.x software on DVD, as well as a CD of data for working through the book's exercises. Once installed and registered, the single-use software cannot be re-installed, and the time limit cannot be extended. This ArcView Evaluation software requires the Microsoft Windows XP or Windows 2000 operating system (version 9.2 supports Windows Vista with Service Pack 4, version 9.3 supports Windows Vista). Hardware requirements: a minimum 1GHz processing speed; 512 MB RAM; 1.5 GB free hard disk space, including 50 MB on the operating system drive; an additional 285 MB hard disk space is required for the exercise data. |
| CEGI103 | Remote Sensing | | | | | | | Students need to purchase software Idrisi Andes Edition from Clark Labs in Massachusetts (http://www.clarklabs.org/Home.asp) A Student Starter version is available for \$US 95.00, plus shipping and handling. Students can purchase and download their copy online (http://www.clarklabs.org/Order.asp?cat=2&p=idrisi) This is a large file so the student must have access to a high band width connection. Please send names and student number of registered students to Shelley Kitchen at shelley.kitchen@mohawkcollege.ca so that their names can be sent to Clark Labs. This way the student is able to purchase the educational software. |
| CEGI104 | Internet Mapping | Web Mapping Illustrated - Selected Chapters | Mitchell | | | -9780596008659 | Order through Publisher website at: http://oreilly.com/catalog/9780596008659/ | This course uses MapServer which is an Open Source development environment for constructing spatially enabled Internet-web applications. Not required to buy any software. All software used in this course is Open Source (Mapserver, OGIS, GDAL/OGR Utilities) |
| CEGI105 | Designing/Implementing/Managing a GIS | Microsoft Office Access 2007 | Stella Garadonio | Logitell | | -9782895804086 | OPTIONAL You may choose any version of ACCESS that you are using | Microsoft Access 2007 |
| CEGI106 | Global Positioning Systems | None | | | | | | Not required to buy any software. Freeware software will be downloaded for mission planning and Differential Corrections. |
| CEGS101 | Preparatory Biology | Essentials of Anatomy & Physiology | Elaine Marieb | Benjamin Cummings | 9th edition | -9780321513427 | | Students are expected to be somewhat computer skilled and have access to a computer. |
| CEHI101 | Air Conditioning & Heat Pumps Inspection | Carson Dunlop Home Study System - Air Conditioning and Heat Pumps Guide | | Carson, Dunlop & Associates | | -1-895585-49-x | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI102 | Communication/Professional Practices | Carson Dunlop Home Study System - Communication/Professional Practices Guide | | Carson, Dunlop & Associates | | -1-895585-55-4 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI103 | Electrical Inspection | Carson Dunlop Home Study System - Electrical Guide | | Carson, Dunlop & Associates | | -1-895585-50-3 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI104 | Exterior Inspection | Carson Dunlop Home Study System - Exterior Guide | | Carson, Dunlop & Associates | | -1-895585-51-1 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI105 | Heating Inspection I | Carson Dunlop Home Study System - Heating Inspection I Guide | | Carson, Dunlop & Associates | | -1-895585-53-8 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI106 | Heating Inspection II | Carson Dunlop Home Study System - Heating Inspection II Guide | | Carson, Dunlop & Associates | | -1-895585-54-6 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI107 | Interior/Insulation Inspection | Carson Dunlop Home Study System - Interior/Insulation Guide | | Carson, Dunlop & Associates | | -1-895585-52-1 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI108 | Plumbing Inspection | Carson Dunlop Home Study System - Plumbing Guide | | Carson, Dunlop & Associates | | -1-895585-47-3 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI109 | Roofing Inspection | Carson Dunlop Home Study System - Roofing | | Carson, Dunlop & Associates Ltd. | | -1-895585-58-9 | | None |
| | | The Home Reference Book | | Carson, Dunlop & Associates | | -1-895585-58-9 | | |
| CEHI110 | Structural Inspection | Carson Dunlop Home Study System - Structure Guide | | Carson, Dunlop & Associates | | -1-895585-48-1 | | None |

| | | | | | | | | |
|----------|---------------------------------------|---|--|---|---|----------------------------------|--|--|
| | | The Home Reference Book | | Carson, Dunlop & Associates | | ~1-895585-58-9 | | |
| CEHR942 | Payroll Administration | No required textbook | | | | ~ | | |
| CEID043 | Adults with Learning Disabilities | No book required | | | | ~ | | |
| CEID052 | Assessment and Evaluation | No textbook required. | | | | ~ | | |
| CEII-750 | Keyboarding for Computers | (Both textbook and software are required) Keyboarding for Computers Textbook/Software Bundle | VanHuss, Forde, Woo, Robertson | Thomson / Nelson | Canadian 17th | New bundle ISBN is 0176449655 | This new package includes textbook with Lessons 1-25 and Keyboarding Pro Deluxe 1.3.1. Some students may have already acquired either the textbook or software separately. In these cases, they can use Textbook ISBN: 0176440607 for College Keyboarding Lessons 1-25" Canadian 17th Edition OR Software ISBN: 0176502114 for CD-ROM, Canadian 17th Edition. (PLEASE NOTE: The book "College Keyboarding-Lessons 1 to 60" is NOT acceptable). | Keyboarding Pro Deluxe 1.3.1 MUST be installed on the student's computer to be able to complete the course. This Keyboarding Software (Keyboarding Pro Deluxe 1.3.1) will be included with the textbook. (NOTE: This software is not compatible with MAC's, however, if you have Windows operating system installed on your MAC and Office 2007- you may be able to run the software). Minimum system requirements for Keyboarding Pro Deluxe 1.3.1: 1) 1.4 GHz Pentium 4 or higher (or 100% Compatible CPU). 2) 1 GB Ram (recommended). 3) Hard Disk with 2 GB free space. 4) Windows XP SP@, Vista, or Windows 7 (32-bit versions) operating system. 5) Optical (CD or DVD) drive for 'standard' installation. |
| CEII-751 | Keyboarding for Speed and Accuracy | 121 Timed Writings, 007 | Clayton | South-Western Educational & Professional Publ., 2007 | 2007 | -0538974907 | | Text Editor program such as NotePad or Text Edit app (MACs) will be used for all timings. |
| CEIL780 | Landlord & Tenant Law | Working with the Residential Tenancies Act | Dickie & Lyman | Emond Montgomery | second | -1552391833 | No substitute for textbook(s) unless otherwise stated. | |
| CEIL816 | Java Introduction | Java Programming: Comprehensive | Joyce Farrell | Course Technology | 5th Edition | -ISBN-10: 032459951X | no substitutions This course will support the 4th and 5th editions of textbook starting F09 semester. 4th edition ISBN: 1423901282 | JAVA SDK, JAVA IDE - both free downloads |
| CEIL820 | HTML Introduction | THE WEB WIZARD'S GUIDE TO XHTML | Cheryl Hughes | Pearson Educational | | -0321178688 | No substitute for textbook(s) unless otherwise stated. | Basic text editor and Web Browser that supports frames and HTML 4 or higher. |
| CEIL821 | HTML Intermediate | CSS, DHTML and AJAX | Jason Cranford Teague | Pearson Education | 4th | -032144325X | No substitute for textbook(s) unless otherwise stated. | Basic text editor |
| CEIL823 | Java Intermediate | Java Programming Comprehensive | Joyce Farrell | Course Technology | 4th or 5th Edition | -ISBN-10: 032459951X | no substitutions This course will support the 4th and 5th editions of textbook starting F09 semester. 4th edition ISBN: 1423901282 | JAVA SDK, JAVA IDE - both free downloads |
| CEIL829 | Management/Leadership Skills | Management | J Schermerhorn, B. Wright | Wiley | Canadian edition | -9780470154571 | No substitute for textbook(s) unless otherwise stated. | |
| CEIL834 | 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. | FrontPage 2002 or greater or Expression Web (any version) |
| CEIL835 | Photoshop - Level 1 | Photoshop CS-2 Bible | Deke McClelland | John Wiley and Sons | Trade Paperback- Published: July 2005 | -0764589725 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | Students are to purchase the full version of the software either CS2, CS3 or CS4. Photoshop Elements is not a full version of the software and will not be accepted for use during the course. |
| | | Photoshop CS3 Bible | Ulrich Fuller | John Wiley and Sons | unknown | -9780470115411 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | |
| | | Photoshop CS4 Bible | Cates, Abrams, Moughamian | John Wiley and Sons | unknown | -9780470345177 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | |
| CEIL840 | Windows 2000 | Separate manuals no longer needed - all materials available electronically | | | | ~ | Manual is now posted electronically in course. Coordinators no longer need or order or mail out manuals to Windows students. All materials are available online | Windows 2000 |
| CEIL844 | Publisher | Microsoft Publisher 2002 Illustrated Introductory | Reding | Course Technology - Nelson Canada | Current | -0619045167 | Students purchase the textbook that corresponds to the version of software they are using; No substitute for textbook(s) unless otherwise stated. | Software required: Publisher 2002, Publisher 2003 or Publisher 2007. |
| | | Microsoft Publisher 2003 Illustrated Introductory | Reding | Course Technology - Nelson Canada | Current | -0619188332 | Students purchase the textbook that corresponds to the version of software they are using; No substitute for textbook(s) unless otherwise stated. | |
| | | 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) unless otherwise stated. | |
| CEII 845 | Desktop Publishing for Business | Signature Series Advanced Microsoft Word 2002 Desktop Publishing | Joanne Arford, Judy Burnside, Susan Cooper | EMC Paradigm | ALTERNATE ONLY IF WORD 2002 IS USED. See textbook #2 and #3 | -0-7638-1500-4 | | Textbook assumes a full installation of Word 2002/XP or Word 2003 or Word 2007. Available at an academic price to students. |

| | | | | | | | | |
|---------|--|--|--|--|--------------|--|--|--|
| | Desktop Publishing for Business | ALTERNATE ONLY IF WORD 2003 IS USED: Advanced Word 2003 Desktop Publishing (Signature Series) | 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 | |
| | | ALTERNATE ONLY IF WORD 2007 IS USED: Advanced Word 2007 Desktop Publishing (Signature Series) | Joanne Arford, College of DuPage, North Central College | EMC Paradigm Publishing | | -978-0-76383-118-9 | ALTERNATE ONLY IF WORD 2007 IS USED. Course material should be purchased from : www.textnet.ca | |
| CEIL848 | Excel Formulas | Microsoft Excel 2003 Formulas | John Walkenbach | John Wiley and Sons | | -0-764540734 | No substitutions | Excel 2000 or higher |
| CEIL849 | Visual Basic Intermediate | Starting Out With Visual Basic 2008 | Gaddis, flrvine | Pearson Educational | | -0136076955 or 9780136076957 | | Students will require Wiindows XP Home or XP Pro or Win 2000 SP4(service pack 4) and Visual Basic 2008 Express edition or Standard edition |
| CEIL850 | Visual Basic Introduction | Starting Out with Visual Basic 2008 | Gaddis, Irvine | Pearson Educational | | -0136076955 or 9780136076957 | | Students will require Wiindows XP Home or XP Pro or Win 2000 SP4(service pack 4) and Visual Basic 2008 Express edition or Standard edition. |
| CEIL851 | Visual C++ Introduction | Ivor Horton's Beginning Visual C++ 2005 | Ivor Horton | J. Wiley | | -0764571974 | No substitute for textbook(s) unless otherwise noted | Software required: Windows XP Home or XP Pro or Win 2000 sp4 (service pack 4) and Visual Studio 2005 Standard Edition. |
| CEIL852 | Visual C++ Intermediate | Ivor Horton's Begining Visual C++ 2005 | Ivor Horton | WROX - Wiley Publishing | | -0764571974 | No substitute for textbook(s) unless otherwise noted | Software required: Windows XP Home or XP Pro or Win 2000 sp4 (service pack 4) and Visual Studio 2005 Standard Edition. |
| CEIL853 | Quickbooks Introduction | QuickBooks In The Classroom Student's Guide | Intuit | CCI | 2008 | -Product/Parts Number 7808-1- 00-00 | College bookstores are to order from CCI at orders@ccilearning.com or call Customer Service Department at 1-800-668-1669 ext 505. Please DO NOT give this order information to the students. Quote Produt/Parts number when ordering. | Quickbooks 2008 Pro Canadian Version, Quickbooks 2009 Pro Canadian Version or 2010 Pro Canadian Version. The new MAC edition of Quickbooks does not contain all the necessary elements to complete the course therefore the PC edition of Quickbooks must be used. Students may use a MAC computer provided they can get the PC version of the software to load. |
| CEIL854 | FrontPage/Expression Web- 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. | FrontPage 2002 or greater or Expression Web (any version) |
| CEIL855 | Simply Accounting | N/A | | | | | | |
| CEIL857 | Windows XP | Separate manuals no longer needed - all materials available electronically | | | | ~ | Manual is now posted electronically in course. Coordinators no longer need or order or mail out manuals to Windows students. All materials are available online | Windows XP |
| CEIL858 | Windows Vista | Windows Vista | Faithe Wempen/Lisa Bucki | EMC Paradigm | | -978-0-76382-922-3 | No Substitutions | Windows Vista Premium |
| CEIL862 | Introduction to Intercultural Communication | No text required. | | | | ~ | | Word Processor |
| CEIL870 | 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. | |
| CEIL872 | Beginning Medical Transcription | Hillcrest Medical Center – Beginning Medical Transcription course (Shrink-wrapped with the audio transcription CD) NO TEXTBOOK SUBSTITUTIONS: MUST HAVE the ISBN INDICATED | Patricia A. Ireland and Mary Ann Novak | Thomson / Delmar Learning | 6th | -1-4018-8687-6 | NO SUBSTITUTIONS | Windows 95, 98, 2000, NT, XP or Vista. Must have a CD drive and audio capabilities (speakers or ear phones). 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). The Word Processing will be MS Word or WordPerfect. PC (or 100% compatible) 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40MB free; CD-ROM drive; Soundblaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 color. |
| | | 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. | | | | ~ | | |
| | | Required: AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Claudia Tessier | American Association of Medical Transcription | 3rd | -978-0-935229-58-5 | No Substitutions | |

| | | | | | | | | |
|---------|--|--|--|--|----------------|---|---|--|
| CEIL873 | Advanced Medical Transcription | Forrest General Medical Center Advanced Medical Transcription Course (bundled with the Audio CD) NO TEXTBOOK SUBSTITUTIONS: MUST HAVE the ISBN INDICATED | 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 | Windows 95, 98, 2000, NT XP or Vista. Must have a CD drive and audio capabilities (speakers or ear phones). 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). The word processing will be MS Word or WordPerfect. Hardware needed to use KeyPro: PC (or 100% compatible) 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40MB free; CD-ROM drive; Soundblaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 color |
| | | 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. | | | | ~ | 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 | |
| CEIL874 | Medical Office Procedures | Administrative Medical Assisting | Fordney, French & Follis | Thomson Delmar Learning | 6th | ~1-4180-6411-4 | | |
| CEIL875 | Essentials in Health Records Management | Essentials of Health Information Management | Michelle A Green, Mary Jo Mowie | Delmar Learning | | ~0-7668-4502-8 | no substitutions | Word Processor |
| CEIL876 | Medical Keyboarding | Basic Keyboarding for the Medical Office Assistant | Edna J. Moss | Thomson / Delmar Learning | 3rd | ~1-4018-1189-2 | | Text Editor program such as NotePad or Text Edit (MAC). Good keyboarding skills and 30 nrpm typing speed a beginning of course. |
| CEIL880 | Legal Terminology | Study Guide (provided on-line) | | | | ~ | | |
| CEIL881 | Introduction to Legal Office Practice & Procedures | Working in a Legal Environment | | Emond-Montgomery | 2005 | ~1-55239-182-5 | no substitutions | |
| CEIL883 | Introduction to Law in Society | The Canadian Legal System | Gerald Gall | Thomson Carswell | 5th | ~0459241532 | No substitute for textbooks unless otherwise stated | |
| CEIL889 | Medical OHIP Billing | Required: Easy Steps to Efficient Medical Billing (includes CD) | Karin Symonds | Medcom Solutions Ltd: 546 Adelaide Street North; London ON N6B 3J5; Phone: 519-673-4858; Fax: 519-679-1624 Please do not give students this number. College personel to order only | Sep-09 | ~None | Most recent version - (September 2009) No Substitutions | Windows 95 or greater |
| | | Schedule of benefits | Ministry of Health | Ministry of Health | | ~None | Free download | |
| CEIL890 | Medical Terminology | Medical Terminology for Health Professions | Ann Ehrlich; Carol L. Schroeder | Thomson/Nelson | 6th | ~ISBN: 1-4180-7252-4 | no substitutions | No |
| CEIL891 | Working and Communicating in a Medical Setting | None required – notes provided online | | | | ~ | | Word processor |
| CEIL892 | Pharmacology for Medical Office Professionals | Essentials of Pharmacology for Health Occupations | Ruth Woodrow | Thomson | 5th | ~1-4018-8925-8 | | |
| CEIL893 | Medical Conditions for Medical Office Professionals | Human Diseases | Neighbors & Tannehill-Jones | Thomson | 3rd | ~1435427513 or 9781435427518 | Second edition is still acceptable for the course. | |
| CEIL894 | 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 | No |
| CEIL895 | Understanding Surgical Procedures for Medical Office Staff | Complete Guide to Symptoms, Illness & Surgery | H. Winter Griffith | Perigee | 5th | ~0399533214 | no substitutions | None |
| CEIL896 | Entrepreneurship | SMALL BUSINESS: An Entrepreneur's Plan | Knowles & Bilyea | Nelson Canada | Fifth Canadian | ~0176252401 | No substitute for textbook(s) unless otherwise stated. | |
| CEIL897 | Dental Terminology | Dental Terminology | Dofka, C. M. | Delmar Publishers | 2nd edition | ~1-4180-1522-9 | no substitutions | Word Processor capable of creating .rtf files |
| CEIL898 | Veterinary Office Skills & Procedures | Veterinary Office Practices | Kehn, Robert | Thomson Delmar | | ~1-4018-1569-3 | NO SUBSTITUTIONS | Word Processor capable of creating RTF files |
| CEIL899 | Veterinary Terminology | Illustrated Guide to Veterinary Terminology | Janet Amundson Romich | Thomson Delmar | 2nd OR 3rd | ~13:978-1-4018-7381-3 OR 1435420128 | NO SUBSTITUTIONS | Word Processor capable of creating RTF files |
| CEIL900 | Medical Transcription Styles & Practices | AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Claudia Tessier | American Association of Medical Transcription | 3rd | ~978-0-935229-58-5 | No substitutions | 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40 MB free; Windows 95, 98, Me, XP, 2000 (or a more recent version); CD-ROM drive; SoundBlaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 color. |
| | | AAMT BOOK OF STYLE, STUDENT WORKBOOK | Leah Sims | LWW/Stedman's | 1st | ~0-7817-6001-1 | No substitutions | |
| CEIL901 | Medical Transcription Fundamentals | Medical Transcription Fundamentals | Diane Gilmore | LWW/Stedman's | 1st | ~9780781764971 | No Substitutions | 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40 MB free; Windows 95, 98, Me, XP, 2000 (or a more recent version); CD-ROM drive; SoundBlaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 color; Express Scribe (is a free download) |
| | | Required: AAMT BOOK OF STYLE FOR MEDICAL TRANSCRIPTION | Claudia Tessier | American Association of Medical Transcription | 3rd | ~978-0-935229-58-5 | No Substitutions | |

| | | | | | | | | |
|---------|---|---|---------------------------|---|---|------------------------------------|--|--|
| CEIL916 | Java Advanced | JAVA How to Program | Deitel & Deitel. | Prentice Hall | 8th Edition | -ISBN 13: 9780136123712 | | |
| CEIL920 | 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. | Dreamweaver Mx or Greater |
| CEIL921 | 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. | Dreamweaver Mx or Greater |
| CEIL922 | 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. | Macromedia Flash Mx or greater (MAC or PC) |
| CEIL923 | 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. | Macromedia Flash Mx2004 or greater (MAC or PC) |
| CEIL924 | MS Office 2003 | No text required. Course available on the web and notes can be consulted/printed by student. | | | | | | MS Office 2003 Professional Edition or equivalent |
| CEIL925 | Windows XP Professional | Mastering Windows XP Professional | Mark Minasi | Sybex | 3rd | -0782143822 | No Substitutions | Students should have supervisor access to a computer running Microsoft XP Professional. |
| CEIL926 | Photoshop - Level 2 | Photoshop CS-2 Bible | Deke McClelland | John Wiley and Sons | Trade Paperback- Published: July 2005 | -0764589725 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | Students are to purchase the full version of the software either CS2, CS3 or CS4. Photoshop Elements is not a full version of the software and will not be accepted for use during the course. |
| | | Photoshop CS-3 Bible | Ulrich Fuller | John Wiley and Sons | unknown | -9780470115411 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | |
| | | Photoshop CS4 Bible | Cates, Abrams, Moughamian | John Wiley and Sons | unknown | -9780470345177 | Students purchase the textbook that corresponds with the version of software they are using. No substitute for textbook(s) unless otherwise stated. | |
| CEIL927 | Quickbooks Advanced | QuickBooks In The Classroom Student's Guide | Intuit | CCI | 2008 | -Product/Parts Number 7808-1-00-00 | College bookstores are to order from CCI at orders@ccilearning.com or call Customer Service Department at 1-800-668-1669 ext 505. Please DO NOT give this order information to the students. Quote Product/Parts Number when placing order. | Quickbooks 2008 Pro Canadian Version, Quickbooks 2009 Pro Canadian Version or 2010 Pro Canadian Version. The new MAC edition of Quickbooks does not contain all the necessary elements to complete the course therefore the PC edition of Quickbooks must be used. Students may use a MAC computer provided they can get the PC version of the software to load. |
| CEIL930 | Event Management Strategies | No Text Required | | | | | | |
| CEIL931 | Hospitality Marketing I | Marketing for Hospitality and Tourism | Kotler, Bowen, Makens | Prentice | 4th | -0131193783 | No substitute for textbooks unless otherwise stated | |
| CEIL932 | Planning and Operations-CMM | Professional Meeting Management | PCMA | PCMA | 5th | -9780757526664 | No substitute for textbooks unless otherwise stated | |
| CEIL933 | Event Planning and Protocol | No Textbook Required | | | | | | |
| CEIL934 | Principles of Convention and Meeting Planning | Meetings & Conventions: A Planning Guide | MPI | MPI | | -88880022923 | No substitute for textbooks unless otherwise stated | |
| CEIL935 | Responsible Practices for Green Meetings Management | Professional Meetings Management | PCMA | PCMA | 5th | -0970757526664 | Student's may purchase the require reading only (Chapter 30) from PCMA directly at: http://www.pcma.org/x2674.xml . This text is also used in HOS5072 - Planning and Operations, and some students may already have the text. | |
| | | Simple Steps to Green Meetings and Events | PCMA | PCMA | | -987-0-615-16990-3 | | |
| CEIL936 | Trade Show Management for Conventions | The Art of Show | Sandra Morrow | Published by IAEM Education Foundation | 3rd | -096578224 | | |

| | | | | | | | | |
|---------|---|---|---------------------------------|--|-------------------|-------------------------------------|--|--|
| CEIL988 | Software Application Integration | LEARNING MICROSOFT OFFICE XP ADVANCED SKILLS | HEFFEREN/WERXEL/BUCKI/WEMPER | PEARSON EDUCATION | | -1585772135 | No substitute for textbook(s) unless otherwise stated. Students to purchase the textbook that corresponds with the version of software they are using. | MICROSOFT OFFICE XP PRO or 2003 - M/S 2007 will not be addressed for Fall semester as there is no text for 2007 |
| | | LEARNING M/S OFFICE 2003 ADVANCED SKILLS | HEFFEREN/WERXEL/BUCKI/WEMPER | PEARSON EDUCATION | | -0131476319 | No substitute for textbook(s) unless otherwise stated. Students to purchase the textbook that corresponds with the version of software they are using. | |
| | | Go! With Office 2007 Integrated Projects | Gaskin, Hain | Pearson Education | 2008 | -9780136158714 | No substitute for textbook(s) unless otherwise stated. Students to purchase the textbook that corresponds with the version of software they are using. | |
| CELC912 | Corporate Practice and Procedure | Advanced Corporate Legal Procedures | Elizabeth Gillis | Emond Montgomery | | -1-55239-031-4 | no substitutions | Word Processor |
| | | Ontario Business Corporations Act | Fasken | Lexisnexis Canada | 2009/2010 | -0433462469 | 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 | 2008-2009 edition | -0433462434 | 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 | | |
| CELC914 | Family Law Practice and Procedure | Family Law: Practice and Procedure | Kurtz, JoAnn | Emond Montgomery | 2009 | ~ | | Word Processor capable of creating rtf or .doc files |
| CELC922 | ILCO - Estates | TBA | | | | ~ | No Substitutions | |
| CELC924 | ILCO -Corporate | TBA | | | | ~ | No Substitutions | |
| CELC943 | Litigation Practice & Procedure 1 | Civil Litigation | | Emond-Montgomery | 2nd edition | ~2nd Edition: 9781552393185 | NO SUBSTITUTIONS 2nd edition only | |
| CELC944 | Litigation Practice and Procedure 2 | Civil Litigation | Laurence Olivo & Mary Ann Kelly | Emond-Montgomery | 2nd edition | ~2nd Edition: 9781552393185 | NO SUBSTITUTIONS 2nd edition only | Word Processor |
| CELC946 | Criminal Law-Legal Admin | From Crime to Punishment | Joel E. Pink and David Perrier | Carswell Thomson | 6th edition | ~9780779813216 | No substitute for textbook(s) unless otherwise stated. | |
| CELC947 | Wills & Estates Practice and Procedure | Wills and Estates | Derek Fazakas | Emond Montgomery | 2nd | ~1-55239-154-X | no substitutions | Word Processor |
| | | 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 | | |
| CEMA101 | Mortgage Agent Program | Mortgage Brokering in Ontario - Agent Edition | Joe White | Real Estate and Mortgage Institute of Canada | 1st | ~978-0-9809230-4-9 | To Order: Contact Joe White at 416-878-9448 Full exchange available if text changes | |
| CEMC961 | ACCPAC Advantage Series-Corporate Edition-General Ledger | Using Sage AccPac 500 ERP: Version 5.5, 1/E Telephone: 1-800-567-3800, fax: 1-800-263-7733, email: cdn.ordr@pearsoned.com) | Christine A. Heaney | Pearson Education Canada | 2009 | ~10:0321628276 or 13:9780321628275 | Software now INCLUDED with the textbook | Sage Accpac 500 ERP, Version 5.5 - Student version Students will receive software with the textbook. |
| CEMC962 | ACCPAC Advantage Series-Corporate Edition-Accounts Receivable | Using Sage AccPac 500 ERP: Version 5.5, 1/E Order from Pearson Education Canada. Telephone: 1-800-567-3800, fax: 1-800-263-7733, email: cdn.ordr@pearsoned.com) | Christine A. Heaney | Pearson Education Canada | 2009 | ~10:0321628276 or 13:9780321628275 | Software now comes INCLUDED with text. | Sage Accpac 500 ERP, Version 5.5 - Student version Students will receive the software with the textbook. |
| CEMC963 | ACCPAC Advantage Series-Corporate Edition-Accounts Payable | Using Sage AccPac 500 ERP: Version 5.5,1/E Order from Pearson Education Canada. Telephone: 1-800-567-3800, fax: 1-800-263-7733, email: cdn.ordr@pearsoned.com | Christine A. Heaney | Pearson Education Canada | 2009 | ~10:0321628276 or 13:9780321628275 | Software now comes INCLUDED with the textbook. | Sage Accpac 500 ERP, Version 5.5 - Student version Students will receive the software with the purchase of the textbook. |
| CEMG103 | Material and Operations Management | Principles of Operations Management | Heinz and Redner | Heinle & Heinle | 7th | ~0135076188 | No substitute for textbooks unless otherwise stated | |
| CEMG104 | Operations Management II | Operations Management | Heizer, Render | Pearson | Custom | ~9780132129343 | | |
| CEMG940 | Introduction to Project Management | Project Management: The Managerial Process | Gray; Larson | McGraw Hill | 4th | ~0073348171 | No substitute for textbooks unless otherwise stated | |
| | | Recommended: Guide to Project Management Body of Knowledge | | PMI | 4th | ~978-1933890517 | | |
| CEMG941 | Project Management & Scheduling Software | Microsoft Office Project 2007 Step by Step | Microsoft | MS Press | | ~0735623058 | No substitute for textbooks unless otherwise stated | MS Project 2007 |
| CEMG942 | | | | | | | | |
| CEMG943 | | | | | | | | |
| CEMG944 | | | | | | | | |
| CEMG945 | | | | | | | | |
| CEMS974 | MS Office 2000 | No text required. Course available on the web and notes can be consulted/printed by student. | | | | ~, | | MS Office 2000 Professional Edition or equivalent |
| CEMS981 | Word | Benchmark Series: Microsoft Word 2003 or 2007 | Nita Hewitt or Nita Rutkosky | EMC Paradigm | 2003 or 2007 | ~0-7638-2064-4 or 978-0-76383-000-7 | Word 2002 or higher is required | |
| | | Benchmark Word 2002 Expert (with CD) | Nita Rutkosky | EMC Paradigm | | ~763814644 | No substitutions | Word 2002 or higher |

| | | | | | | | | |
|---------|--|--|---|--------------------------|--------------------|--|--|---|
| CEMS982 | Word-Expert | Students using 2003 version: Benchmark Series: Microsoft Word 2003 Expert | Nita Rutkosky | EMC Paradigm | | -0-7638-2068-7 | No substitutions Note: If student received comprehensive book in the Specialist course (beginning with MI W09) they will not need to purchase the Expert book. | |
| | | Students using 2007 version Windows XP components: Benchmark Series: MS Word 2007 Level 2, Windows XP components | Nita Rutkosky | EMC Paradigm | | ~ 978-0-76383-001-4 | No substitutions | |
| CEMS983 | Excel | Benchmark Series: Microsoft Excel 2003 or 2007 | Nita Rutkosky | EMC Paradigm | 2003 or 2007 | -0-7638-1445-8 or 0-7638-20474 | Excel 2002 or higher is required | |
| CEMS984 | Excel - Expert | Students using XP version: Benchmark Microsoft Excel 2002: Expert Certification | Nita Rutkosky/Meredith Flynn | EMC Paradigm | | -0-7638-1447-4 | Students to purchase textbooks according to their software version Textbooks are the same for Monthly and Semester Intakes no substitutions | Beginning F08 version 2002 or higher required. Excel 97 users can use the Advanced Excel 2000 textbook |
| | | Students using 2003 version: MS Excel 2003 Expert Text/CD | Benchmark Series | EMC Paradigm | | -0-7638-20512 | Students to purchase textbooks according to their software version Textbooks are the same for Monthly and Semester Intakes no substitutions Note: If student received comprehensive book in the Specialist course (beginning with MI W09) they will not need to purchase the Expert book. | |
| | | Students using Vista Version: Benchmark Series MS Excel 2007 Level 2, Windows XP Components | Denise Seguin | EMC Paradigm | | -978-0-76383-006-9 | no substitutions | |
| CEMS985 | Access-Core | Students Using Access 2002/XP: Benchmark Microsoft Access 2002: Core Certification | http://www.emcp.com/college_division/computer_technology/databases/index.php | EMCParadigm Publishing | | -0-7638-1437-7 | Students should purchase text according to their version of software no substitutions | WinZip Beginning F08 Version 2002 or higher required |
| | | Students Using Access 2003: Benchmark Access 2003: Core | http://www.emcp.com/college_division/computer_technology/databases/index.php | EMCParadigm Publishing | | -0-7638-2041-5 | Students should purchase text according to their version of software Textbooks are the same for Monthly and Semester Intakes no substitutions Note: Please note that the book for 2003 is comprehensive and can be used for both Core and Expert Courses... Core and Expert course in one book. It is imperative that colleges order the book based on the specialist ISBN. If you do not order by the ISBN listed here you will be charged the higher price for the combined book. The combined book may then be used for the Expert course. no substitutions | |
| | | For students using Vista version: Benchmark series MS Access 2007 Level 1, Windows XP components | Nita Rutkosky | EMC Paradigm | | -978-0-76383-002-1 | no substitutions | |
| CEMS986 | PowerPoint | Students using Ver 2000: Benchmark Series: Microsoft PowerPoint 2000 | Meredith Flynn & Nita Rutkosky | EMC Paradigm | | -0-7638-0270-0 Order # 04339 (Text & CD) | Students need to purchase the textbook according to their software version Textbooks are the same for semester and Monthly intakes NO SUBSTITUTIONS | PowerPoint 2000 or higher as well as MS Word and Excel Beginning F08 version 2000 will no longer be supported |
| | | 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 need to purchase the textbook according to their software version NO SUBSTITUTIONS | |
| | | 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) | no substitutions | |
| CEMS987 | Access -Expert | Students Using Access 2002/XP: Benchmark Microsoft Access 2002: Expert Certification | http://www.emcp.com/college_division/computer_technology/databases/index.php | EMCParadigm Publishing | | -0-7638-1439-3 | Students should purchase text according to their version of software no substitutions | Access 2002 or higher required |
| | | Students Using Access 2003: Benchmark Access 2003: Expert | http://www.emcp.com/college_division/computer_technology/databases/index.php | EMCParadigm Publishing | | -0-7638-2043-1 | Students should purchase text according to their version of software no substitutions Note: If student received comprehensive book in the Core course (beginning with MI W09) they will not need to purchase the Expert book. | |
| | | For students using Vista version: Benchmark series MS Access 2007 Level 2, Windows XP components; | Denise Seguin; | EMC Paradigm; | | -ISBN: 978-0-76383-003-8 | No Substitutions | |
| CEOA201 | Criminal Psychology II - Criminal Minds | | | | | | | No |
| CEOA203 | Domestic And Workplace Violence | | | | | | | None |
| CEOA253 | Enterprise Resource Planning (ERPs) and Business Solutions | eBusiness: A Canadian Perspective for a Networked World | Gerald Trites, St. Francis Xavier University & J. Efrim Boritz , University of Waterloo | Pearson Education Canada | 3rd | -0136151132 | | Must have softwae to view video clips such as Windows Media Player. More details will follow. |

| | | | | | | | | |
|----------|--|---|------------------------------------|--|-----------------|------------------------------|--|--|
| CEOA300 | 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 students will already have current text book if they are in the field). Book purchase is optional. | |
| CEOA400 | Unified Modeling Language (UML) Modeling with Casetool | Object-Oriented Technology: From Diagram to Code with Visual Paradigm for UML | Curtis Tsang | McGraw Hill Higher Education | 1 Edition, 2005 | - 0073214507 | | Casetool- free download |
| CEOA401 | Systems Analysis | TBA | | | | ~ | | Trial version software will be downloaded from the Internet – Edge Diagrammer (or similar), MsProject 2003 (on CD with textbook). |
| CEOA600 | SQL Introduction | Oracle 11g:SQL | Joan Casteel | Nelson Canada | 11g | -1439041288 or 9781439041284 | No substitute for textbook(s) unless otherwise stated. | Oracle 10g or MySQL - both are free downloads from the Internet |
| CEOL200 | Criminal Psychology - Psychopathic Minds | What's Your Anger Type | Sacco, P.A. | Booklocker | 2006 | -1-59113-908-2 | www.booklocker.com | |
| CEOL202 | Sexual Violence | Dark Dreams | Roy Hazelwood & Stephen g. Michaud | St. Martin's Press | | -ISBN# 0312980116 | | None |
| CEOL204 | Cults and Terrorism | no text required | | | | ~ | | |
| CEOL205 | Co-dependency as an Addiction | Why Women Want What They Can't Have | Sacco, P.A. | | | ~ | Available to students at no cost. Downloadable as part of course under "course documents" . | none |
| CEQA-240 | Principles of Quality Assurance | Quality Planning and Analysis | Juran and Gryna | McGraw-Hill Ryerson | 5th | -0072966629 | | |
| CEQA-241 | Total Quality Management | Total Quality Management | Besterfield et al | Pearson (Prentice) | 3rd | -130993069 | | Internet Access, e-mail address |
| 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. | | | | ~ | | Wordprocessing and Spreadsheet |
| CEQA-243 | Statistical Methods of Quality Assurance | Introduction to Statistical Quality Control | Douglas Montgomery | John Wiley & Sons | 6th | -0-470-169923 | | Internet Access, e-mail address |
| CERE-801 | Real Estate Practice and Procedure 1 | Residential Real Estate Transactions | Kurtz, Emmans, Blatt | Emond Montgomery | 3rd | -9781552392812 | no substitutions | Word Processor |
| CERE-802 | Real Estate Practice and Procedure 2 | Residential Real Estate Transactions | Kurtz, Emmans, Blatt | Emond Montgomery | 3rd | -9781552392812 | no substitutions | Word Processor |
| CESI721 | Drawing Realistic Subjects in Pencil | Course notes available online | | | | ~ | | PC or MAC Computer with Internet Explorer 5 or higher OR Netscape 4 or higher, Email and Internet Access. Flash Player (most all computers are equipped with the flash player). For sending drawings ONE of the following is recommended: digital camera, scanner, regular camera (you can convert the photos to digital) or send drawings by Canada Post. |
| CESI865 | Feng Shui | The Western Guide to Feng Shui, Room by Room | Terah Kathryn Collins | Hay House Publishers | 1999 | -1-56170-568-3 | No substitutions | Word Processing software |
| CESI991 | The Healthy Garden | Practical Horticulture | Williams Rice & Rice Jr. | Prentice | 6th | -0131189301 | No substitute for textbooks unless otherwise stated | |
| CESI997 | Creative Writing-Beginners | NO TEXT REQUIRED | | | | ~ | | Word Processor |
| CESI998 | Creative Writing-Intermediate | NO TEXT REQUIRED | | | | ~ | | Word Processor |
| CETH101 | Introduction to Thanatology | The Ultimate Challenge: Coping with Death, Dying and Bereavement | Marilyn Hadad | Nelson Education | 1st Edition | -978-0-17-610433 | | |
| CETH102 | Religious Beliefs, Traditions and Customs of Death | The Ultimate Challenge: Coping with Death, Dying and Bereavement | Marilyn Hadad | Nelson Education | 1st Edition | -978-0-17-610433 | | |
| CETH103 | Mourning, Grief & Bereavement: Reactions and Responses to Death | The Mourning Handbook | Helen Fitzgerald | Simon and Schuster | current | -ISBN10: 0-684-80161-2 | | |
| | | The Ultimate Challenge: Coping with Death, Dying and Bereavement | Marilyn Hadad | Nelson | | -978-0-17-610433-7 | | |
| CETH104 | 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 | | | | | |
| CETH105 | 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 | | |
| CETR101 | Quality Assurance | Managing for Quality & Performance Excellence` | Evans, James R & Lindsay, Wm | South-western Cdngage Learning | 8th Edition | -978-324-783205-4 | | |
| CEWR101 | Writing for Publication I | Course Notes | | | | ~ | | |
| CEWR102 | Writing for Publication II | Course Notes | | | | ~ | | |
| CEWR103 | 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 22942 | | -0-312-15457-7 | | |
| CEWR202 | Science Fiction | The Time Machine/War of the Worlds | Wells, H. G. | Fawcett Premier | | -0449300439 | No substitute for textbooks unless otherwise stated | None |
| | | 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 | Shippey, Tom | OUP | | -0192803816 | No substitute for textbooks unless otherwise stated | |
| CEWR203 | Writing Short Stories | Canadian Short Stories | Brown/Bennett | Pearson | | -0321248503 | No substitute for textbooks unless otherwise stated | |
| CEWR204 | Romance Writing | (Suggested text - Optional) On Writing Romance: How to Craft Novel that Sells | Leigh Michaels | Writers Digest Books | | -978-1582974361 | | None |
| CEWR205 | 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 | None |
| | | The Paperbag Princess | R. Munsch | Annick | | -0-920236-16-2 | | |
| | | The Amazing Maurice and his Educated Rodents | Pratchett, Terry | Ballantine | | -0552546933 | | |
| | | Hana's Suitcase | Levine, Karen | Second Story Press | | -1-896764-55-X | | |
| CFRM140 | Introduction to Fundraising | No textbook required. | | | | ~ | | |
| CFRM141 | Methods of Fundraising | No Textbook Required | | | | ~ | | |
| CFRM142 | Strategic Management of Campaigns | No Textbook Required | | | | ~ | | |
| CFRM143 | Donor Relationships in Fundraising | No Textbook Required | | | | ~ | | |
| CFRM144 | Fundraising as Management Process | No Textbook Required | | | | ~ | | |
| CFRM-145 | Volunteer Management | Management of Volunteer Services in Canada | | Johnston | 3rd | -1-895271-35-5 | | Internet Access MS Word |
| CPAC101 | Payroll Compliance Legislation | No required textbook | | | | ~ | | |
| CPAC102 | Payroll Fundamentals 1 | No required textbook | | | | ~ | | |
| CPAC103 | Payroll Fundamentals 2 | No required textbook. | | | | ~ | | |
| ECON103 | Macroeconomics | Exploring Macroeconomics | Sexton/Fortura | Nelson | 2nd Canadian Edition | -017650141x | No substitute for textbooks unless otherwise stated | |
| ECON104 | Microeconomics | Exploring Microeconomics | Sexton/Fortura/Kovacs | Nelson | 2nd Canadian Edition | -978-017-6500221 | No substitute for textbooks unless otherwise stated | |
| FW101 | Institutional Food Service | No text required - notes provided online | | | | ~ | | Word Processor |
| FW102 | Communication and the Food Service Worker | No text required - notes provided online | | | | ~ | | Word Processor |
| FW103 | Sanitation and Safety | Essentials of Food safety & Sanitation | McSwane, Rue, Linton | Prentice Hall | Canadian Edition | -0-13-127276-4, | no substitutions | Word Processor |
| FW104 | Nutrition in Health Care | Nutrition and Diet Therapy | Corinne Balog Cataldo, Linda Kelly DeBruyne, Eleanor Noss Whitney | Nelson Thomson Learning http://www.nelson.com/ | 7th edition | ~ ISBN 0-495-11916-4 | No Substitutions | Word Processor |
| FW105 | Quantity Food Preparation | No text required - notes provided online | | | | ~ | | Word Processor |
| GNED120 | Introduction to Complementary Therapies | The Alternative Medicine: A definitive Guide | Trivieri Jr. Anderson | Celestial Arts Ten Speed Press | 2nd | ~1587611414 | | |
| GNED129 | Psychology Introduction | Essentials of Understanding Psychology & iStudy & Ila | Feldman, Dinardo | McGraw Hill | 3rd Canadian | -0070385696 | No substitute for textbook(s) unless otherwise stated. | |
| GNED130 | Sociology Introduction | Sociology, A Brief Introduction | Schaefer, Haaland | McGraw Hill | 3rd Canadian | -0070764204 or 9780070764200 | | |
| GNED147 | Ethical Issues in Business | An Introduction to Business Ethics | Joseph R. DesJardins | McGraw-Hill | 3rd edition | -9780073386584 | | Word 2000 |
| GNED159 | Geography and Tourism | Canadian Oxford World Atlas 6/e | Quintin Stanford | Oxford University Press | 6th | -9780195429299 | | |
| GNED160 | Exploring Customer Service | Online lectures | | | | | | |
| GNED185 | Canadian Politics | Canadian Politics: Concise Fourth Edition | Rand Dyck- Carleton University | Thomson Nelson | | -9780176105402 | | Usual computer system requirements to run a current Internet Browser. Must have connection to Internet to be able to access WebCT. |
| GNED190 | Growing Up Digital - Living and Working in Canada | Online lectures | | | | | | |
| HLTH900 | Arrhythmia Interpretation | As of F09 Workbook is no longer required | | | | ~ | | Word Processor |
| HRMT301 | Human Resource Management Principles | MANAGING HUMAN RESOURCES (comes with a free Info Track) | Belcourt | Nelson Canada | Fifth | -0176407294 | No substitute for textbook(s) unless otherwise stated. | |
| HRMT302 | Recruitment and Selection | Recruitment and Selection in Canada with HR Reporter Info Track kit | Catano, Wiesner, Methot, Hacket | ITP Nelson | 4th | -017-650012-X | | None |
| HRMT303 | Labour Economics | Introduction to Canadian Labour Market & HR Reporter | Drost & Hird | Nelson Canada | Second | -0176424016 | No substitute for textbook(s) unless otherwise stated. | |
| HRMT304 | Introduction to Financial Management Accounting | Financial and Management Accounting, Part 1 and 2 | Weygandt and Jiambalvo | Wiley and Sons | 1st Custom | -978-0-47-015982-8 | | None |
| HRMT306 | Employment Law | Employment Law for Business and Human Resources Professionals | Kathryn J. Filsinger | Emond Montgomery Publications Limited | 2nd | -978-1-55239-353-6 | | |
| HRMT307 | Human Resource Planning and Development | Strategic Human Resources Planning | Belcourt & McBey | ITP Nelson | 4th | -0-17-650132-0 | | None |
| HRMT308 | Industrial Relations | Industrial Relations in Canada | McQuarrie, Fiona | Wiley | 2nd | -9780470838396 | No substitute for textbooks unless otherwise stated | |
| HRMT310 | Occupational Health & Safety | Management of Occupational Health and Safety | James Montgomery & Kevin Kelloway | Nelson | 4th | -9780176442330 | No substitute for textbooks unless otherwise stated | PowerPoint |
| HRMT311 | Compensation Management | Strategic Compensation in Canada | Richard J. Long | Nelson | 4th | -0176500138 or 9780176500139 | No substitute for textbooks unless otherwise stated | |
| HRMT312 | Training and Development | MANAGING PERFORMANCE THROUGH TRAINING & DEVELOPMENT | Saks & Haccoun | Nelson Canada Ltd. | Fourth | -0176447792 | No substitute for textbook(s) unless otherwise stated. | |
| HRMT316 | Dispute Resolution | Conflict for the Helping Professions | Allan Edward Barsky | Thompson Learning | Current Edition (second) | -0495092258 | | |

| | | | | | | | | |
|---------|--|--|---|--|-------------|----------------------------------|--|--|
| INTL231 | Traffic and Transportation | CIFFA Professional Education Courses, Semesters 1 & 2 | Canadian Freight Forwarders Association | CIFFA | 4th edition | Student: Order direct from CIFFA | | |
| LANG401 | French I | Any French-English dictionary | | | | ~ | | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | | |
| | | Francais CD - level 1 | | College coordinators to order from Cheryl Lovisa at Durham College via email, cheryl.lovisa@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | | |
| LANG402 | French 2 | Any French-English dictionary | | | | ~ | | |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | | |
| | | Francais CD - level 2 | | College coordinators to order from Cheryl Lovisa at Durham College via email, cheryl.lovisa@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | | |
| LANG403 | French 3 | Any French-English dictionary | | | | ~ | | Students will be required to submit an oral presentation therefore they must have the necessary electronic equipment to burn a DVD/CD. |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | | |
| | | Francais CD - level 3 | | College coordinators to order from Cheryl Lovisa at Durham College via email, cheryl.lovisa@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | | |
| LANG404 | French 4 | Any French-English dictionary | | | | ~ | | Students will be required to submit an oral presentation therefore they must have the necessary electronic equipment to burn a DVD/CD. |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | | |
| | | Francais CD - level 4 | | College coordinators to order from Cheryl Lovisa at Durham College via email, cheryl.lovisa@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | | |
| LANG405 | French 5 | Any French-English dictionary | | | | ~ | | Students will be required to submit an oral presentation therefore they must have the necessary electronic equipment to burn a DVD/CD. |
| | | 501 French Verbs | Christopher Kendris | Barrons Educational | 6th | -0764179837 | | |
| | | Francais CD - level 5 | | College coordinators to order from Cheryl Lovisa at Durham College via email, cheryl.lovisa@durhamcollege.ca - cost is \$25.00 per CD. Do not have students order directly from Durham College. | | | | |
| LTRM700 | Operational Overview | Online lectures | | | | ~ | | |
| LTRM701 | Financial Management (Retirement Communities/Long Term Care) | Online lectures | | | | | | |
| LTRM702 | Sales and Marketing | Online lectures | | | | | | |
| LTRM703 | Environmental Services | Online lectures | | | | ~ | | |
| LTRM704 | | | | | | | | |
| LTRM705 | Healthy Adult Aging | Online lectures | | | | | | |
| LTRM706 | Resident Centred Care | Online lectures | | | | | | |
| LTRM707 | Food Nutrition & Hospitality Management for LTCM/RCM | Introduction to Foodservice | June Payne-Palacio | Pearson Prentice Hall. | 11th | -978-0-13-500820-1 | | |
| MATH135 | Basic Arithmetic | Essential Mathematics - Student Oriented Teaching or Self Study Text | Rudolf A. Zimmer | Kendall/Hunt - Please order texts if order is under 3 from the Fanshawe College Bookstore (519) 452-4260 or http://www.fanshawec.bkstr.com/ and if over 3 fax Kendall/Hunt at 1-800-772-9165 | Third | -787251127 | | Word 2000 or higher or higher |

| | | | | | | | | |
|---------|---|---|---|--|-------------|--------------------|--|---|
| | | Student Manual for Essential Mathematics - Student Oriented Teaching or Self Study Text | Rudolf A. Zimmer | Kendall/Hunt - Please order texts if order is under 3 from the Fanshawe College Bookstore (519) 452-4260 or http://www.fanshawec.bkstr.com/ and if over 3 fax Kendall/Hunt at 1-800-772-9165 | Third | -787253286 | | |
| MGMT222 | Management Principles | Fundamentals of Management | Robbins | Pearson | 5th | -9780131988798 | No substitute for textbooks unless otherwise stated | |
| MKTG116 | Marketing 1 | Marketing | Crane, Kerin, Hartley, Berkowitz & Rudelis | McGraw Hill | 7th | -9780070984943. | No substitute for textbooks unless otherwise stated | |
| MKTG224 | Applied Marketing Research | Marketing Research Essentials | McDaniel and Gates | Wiley | 7th | -9780470154113 | No substitute for textbooks unless otherwise stated | MS Word |
| MKTG230 | Developing Professional Selling Skills | TBA | | | | | | |
| MKTG231 | Success through Relationship Building | TBA | | | | | | |
| MKTG232 | E-Marketing | TBA | | | | | | |
| MKTG331 | Marketing Communication Management I | Canadian Advertising in Action | Keith Tuckwell | Pearson | 8th | -0137154569 | | |
| OMDP101 | Management for Results-OMDP | Management for Results | Learning Packages - Bibliocentre | Learning Packages | | -00FA01 | Books can be ordered from the Campus bookstore – please call 416.675.5066. Students can also order online – please refer to: http://www.efollett.com/CategoryDisplay/10001-9604-10051-1?demoKey=d | Pentium class computer, recommended resolution 800 X600, with Adobe Acrobat and Flash plug ins. |
| OMDP102 | Personal Success-OMDP | Participant Materials for OMDP Personal Success | OMDP | Centennial College Bibliocentre | | -02CN02 | | Current Web Browser that supports Flash and Real Player plugins. Adobe Reader and Microsoft Word. Sound Card. |
| OMDP103 | Human Relations (OMDP) | | | | | ~ | | Acrobat Reader and Flash – Free downloads |
| OMDP104 | Communications-OMDP | OMDP - Communications | will be available in course materials online. | | | ~ | Students will be able to download Participant's Guide.pdf from within the course material. | None |
| OMDP105 | Dealing with Difficult People | no textbook required as of Winter 2010 - now part of course content | | | | | | n/a |
| PFPR101 | Canadian Justice System and Legislation | Canadian Criminal Justice | Cunningham & Griffiths | Harcourt | 3rd | -0176407154 | No substitute for textbooks unless otherwise stated | |
| | | Criminal Law and Canadian Criminal Code | Barnhorst & Barnhorst | McGraw | 5th | -0070969353 | | |
| PFPR102 | Community and Social Services | Social Welfare in Canadian Society | Rosalie Chappell | ITP Nelson Publishing Company | | -0176414118 | | |
| PFPR104 | Principles of Ethical Reasoning | Ethical Issues in Law Enforcement | Evans | Emond | 3rd | -978-155239-2096 | | High Speed is recommended, dialup is not recommended |
| PFPR121 | Criminal and Civil Law | Martin's Annual Criminal Code 2009 | Martin | Emond Montgomery Publications | 2009 | -005277892 | No substitute for textbook(s) unless otherwise stated. | |
| | | Guide to Martins Annual Criminal Code | Owen Haw | Emond Montgomery | | -1552391426 | No substitute for textbook(s) unless otherwise stated. | |
| PFPR123 | Interpersonal and Group Dynamics | Interpersonal & Group Skills for Law Enforcement | Terri M. Geerinck | Pearson Education | 2nd | -9780131744684 | | High Speed is recommended, dialup is not recommended |
| PFPR125 | Criminology | Canadian Criminology | Winterdyk | Prentice | 2nd | -0131234250 | No substitute for textbooks unless otherwise stated | |
| PFPR126 | 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 | |
| PFPR127 | Diversity & First Nations | Diversity and First Nations Issues in Canada | Boyington, Roberts, Kazarian | Emond Montgomery | 2007 | -9781552391945 | No substitute for textbook(s) unless otherwise stated. | |
| PFPR128 | First Nations Peoples | First Nations People | Pamela Williamson | Edmond Montgomery Publications Limited | 2nd | -1-55239-144-2 | | None |
| PFPR203 | Criminal Code | MARTIN'S ANNUAL CRIMINAL CODE, 2009 | Martin | Edmond Montgomery | 2009 | -005277892 | No substitute for textbook(s) unless otherwise stated. | |
| PFPR204 | Interviewing & Investigations | Interviewing and Investigation | James Euale & John Turtle | Emond Montgomery | 1999 | -1552390365 | Course material should be purchased from : www.textnet.ca | Streamed video clips inserted into course. Recommended that student views course via high-speed internet. Dial-up speed clips provided but quality not as good. |
| PFPR206 | Provincial Offences | Provincial Offences: Essentials Tools for Law Enforcement | Gilbert & Maher | Emond Montgomery | Second | -9781552392546 | | |
| PFPR209 | Communications II (Police Foundations) | Report it in Writing | Carol Doughty | Pearson Education | Canadian | -0130417866 | No substitute for textbook(s) unless otherwise stated. | |
| | | Duty Book Triform | Triform | Carswell Thompson | | -Product Code LD24 | No substitute for textbook(s) unless otherwise stated. Carswell Thompson can be reached at 1-800-342-6288. | |
| PFPR210 | Police Powers I | Optional - MARTIN'S ANNUAL CRIMINAL CODE, 2009 | Martin | EDMOND MONTGOMERY | 2009 | -005277892 | No substitute for textbook(s) unless otherwise stated. | |
| | | Basic Police Powers | Gino Arcaro | Emond Montgomery | 4th edition | -9781552392881 | | |
| PFPR211 | Police Powers II | MARTIN'S ANNUAL CRIMINAL CODE, 2009 | Martin | EDMOND MONTGOMERY | 2009 | -005277892 | No substitute for textbook(s) unless otherwise stated. | |
| PFPR221 | Investigation & Evidence | Principles of Evidence | Evale, Martin, Rock, Sadek | Emond Montgomery | 1st | -1552390446 | No substitute for textbook(s) unless otherwise stated. | |
| PFPR222 | Criminal Code and Federal Statutes | MARTIN'S ANNUAL CRIMINAL CODE, 2009 | Rosenberg | Edmond Montgomery | 2009 | -005277892 | No substitute for textbook(s) unless otherwise stated. | |

| | | | | | | | | |
|-----------------------|--|--|------------------------------------|---|--------------|-----------------------|--|--|
| PFPR224 | Traffic Management | The Annotated Ontario Highway Traffic Act 2008 | Murray Segal | Thomson Carswell Publishers | 2008 | -9780779815760 | | |
| | | Martin's Criminal Code 2009 | Martin | Emond Montgomery | current | -005277892 | Retained from other PFP courses. | |
| PFPR225 | Fitness and Lifestyle Management | Fitness and Lifestyle Management for Law Enforcement | Nancy Wagner Wisotzki | Emond Montgomery Publications | 3rd | -1-55239-232-4 | | Apple QuickTime Viewer (Free Download) - http://www.apple.com/quicktime |
| | | Log Book (Sent to registered student after the start date of the course by the instructor) | Gerry Bertrand | | | ~ | No fees incurred for this | |
| PFPR225 | Lifestyle Management II | Fitness and Lifestyle Management for Law Enforcement | Nancy Wagner Wisotzki | Emond Montgomery | Third | -9781552392324 | No substitute for textbook. | |
| PFPR226 | Community Policing I | Community Policing - Working to Build Safe Communities | H. Hodgson | Emond Montgomery | | -1-55239-040-3 | | |
| PFPR227 | Community Policing II | COMMUNITY BASED STRATEGIC POLICING IN CANADA | GRIFFITHS & WHITELOW | NELSON THOMPSON LEARNING | 3rd | -9780176500184 | No substitute for textbook(s) unless otherwise stated. | |
| PHAR401 | 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 | n/a |
| Cancelled | Pharmacology - Pharmacy Technician Bridging | | | | | | | |
| SEE BUSN331 | Transportation Law | Replaced by Business Law BUSN331 | | | | | | |
| TESL102 and TESL203 | TESL 003: Teaching Grammar | Teaching by Principles | Brown | Longman | 3rd | -0136127118 | | |
| | | English Simplified | Ellsworth, Higgins, Keller | Pearson | 4th Canadian | -0321101545 | | |
| | | Understanding and Using English Grammar | Azar | Prentice Hall | 3rd | -0131933051 | | |
| TESL103 | TESL 002: Foundations for English Language Teaching | Teaching by Principles | P.H. Brown | Longman | 3rd | -0136127118 | | |
| | | Techniques and Principles in Language Teaching | Larsen-Freeman | OUP | 2nd | -0194335748 | | |
| | | Canadian Language Benchmarks 2000 | | Ministry of Supply Services Canada | | -0-662-29360-6 | Available free of charge - Conestoga can mail out to students. Will require student addresses. | |
| | | LINC Curriculum Guidelines: Language Instruction for Newcomers to Canada | | Citizenship and Immigration Canada | | ~ | Out of print from publisher - available from Conestoga Doon Bookstore. | |
| TESL206 | TESL 007: Teaching Listening/Speaking | Second Language Listening | Flowerdew and Miller | CUP | | -0521786479 | | |
| | | Discussions that Work | Ur | CUP | 1981 | -0521281695 | | |
| | | Teaching by Principles | P.H. Brown | Longman | 3rd | -0136127118 | same text as CG-TESL8050 | |
| TRAN901 | Introduction to Logistics Management | The Management of Business Logistics | Coyle, Bardi et al | Southwestern Publishers | 7th Edition | -9780324007510 | | |
| TRAN903 | Integrated Logistics Management | Supply Chain Logistics Management | Bowersox, Closs, Cooper | McGraw Hill Ryerson | 2nd Edition | -9780072947885 | | |
| TRAN904 | Business Management | N/A | N/A | | | | | |
| TRAN905 | E-Business & Supply Chain Management | E-Business A Canadian Perspective for Networked World | Trites and Pugsley | Prentice | 3rd | -01365151132 | No substitute for textbooks unless otherwise stated | |
| TRAN905 | E-Business & Supply Chain Management | E-Business A Canadian Perspective for a Networked World | Trites & Pugsley | Prentice | 3rd | -01365151132 | | |
| TRAN911 - See CEIL911 | Leadership and Ethics | TBA | | | | | | |
| TRAN912 | Transportation Management | The Management of Business Logistics | Coyle, Bardi et al | Southwestern Publishers | 7th Edition | -9780324007510 | | |
| TRAN918 | Transportation Economics | N/A | | | | | | |