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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 101	LO-COMP8049	PowerPoint	1) no longer need textbooks for version 2003 3) Students using Ver 2007: Benchmark Series: Microsoft PowerPoint 2007 4) Students using MS Office 2010 version should purchase; Benchmark Series: PowerPoint 2010~	3) Nita & Audrey Rutkosky 4) Nita Rutkosky~	3) EMC Paradigm 4) EMC Paradigm~	3) Windows XP Edition	3) ~978-0-76383-008-3 Order # MLB000103 (Text & CD) 4) ~9780763843090~	3) Students need to purchase the textbook according to their software version NO SUBSTITUTIONS 4) no substitutions~	"Microsoft PowerPoint Version 2007 or 2010, as well as MS Word and Excel. Version 2002 no longer supported."
ONT 102	LO-COMP8022	Excel - Expert	1) no longer need textbooks for version 2003 2) "Students using Windows 2007 XP Version: Benchmark Series MS Excel 2007 Level 2, Windows XP Components" 3) "Students using MS Office 2007 and using either Windows Vista OR Windows 7 software should purchase: Benchmark Series: MS Excel 2007 Level 2, Windows Vista components" 4) Students using MS Office 2010 version should purchase; Benchmark Series: Excel 2010 Level 2~	2) Denise Seguin 3) Denise Seguin 4) Denise Seguin~	2) EMC Paradigm 3) EMCP Paradigm 4) EMC Paradigm~	2) XP version 3) vista version	2) ~978-0-76383-006-9 3) ~978-0-76383-066-3 4) ~978-0-76384-315-1~	2) no substitutions 3) no substitutions 4) no substitutions~	"Microsoft Excel Version 2007 or 2010. As of F11 version 2002 no longer supported"
ONT 103	LO-COMP8054	Access -Expert	1) no longer need textbooks for version 2003 2) "For students using Office 2007 XP version: Benchmark series MS Access 2007 Level 2, Windows XP components" 3) "Students using Access 2007 and using either Windows Vista OR Windows 7 software should purchase: Benchmark Series: MS Access 2007 Level 2, Windows Vista components" 4) Students using MS Office 2010 version should purchase; Benchmark Series: Access 2010 Level 2; ;~	2) Denise Seguin 3) Denise Seguin; 4) Denise Seguin~	2) EMC Paradigm 3) EMC Paradigm; 4) EMC Paradigm;~	2) Windows XP Edition 3) Vista Version	2) ~ISBN: 978-0-76383-003-8 3) ~978-0-76383-069-4 4) ~978-0-76384-307-6~	2) no substitutions 3) No Substitutions	"Microsoft Access Version 2007 or 2010; see other details!"

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 104	LO-COMP8009	Access-Specialist	1) no longer need textbooks for version 2003 2) Students using 2007 Windows XP Version: Benchmark Series: MS Access 2007 Level 1 Windows XP 3) "Students using MS Office 2007 and using either Windows Vista OR Windows 7 software should purchase: Benchmark Series: MS Access 2007 Level 1, Windows Vista" 4) Students using MS Office 2010 version should purchase; Benchmark Series: Access 2010 Level 1;~	2) Nita Rutkosky 3) Nita Rutkosky 4) Nita Rutkosky~	2) EMC Paradigm 3) EMC Paradigm 4) EMC Paradigm~	3) vista version	2) ~978-0-76383-002-1 3) ~ 978-0-76383-068-7 4) ~9780763843069~	Students should purchase text according to their version of software no substitutions ~	"Microsoft Access Version 2003, 2007 or 2010.; see other details! As of F11 Version 2002 no longer supported"
ONT 105	LO-COMP8034	Flash-An Introduction	1) TBA						Macromedia Flash Mx or greater (MAC or PC)
ONT 112	CL-HRMT316	Dispute Resolution	1) Conflict Resolution for the Helping Professions	1) Allan Edward Barsky	1) Thompson Learning	1) Current Edition (second)	1) ~0495092254		
ONT 114	LO-COMP2003	Excel-Specialist	1) no longer need textbooks for version 2003 2) "Students using Windows 2007 XP version: Benchmark Series MS Excel 2007 Level 1, Windows XP Components" 3) "Students using MS Office 2007 and using either Windows Vista OR Windows 7 software should purchase: Benchmark series MS Excel 2007 Level 1, Windows Vista components;" 4) Students using MS Office 2010 version should purchase; Benchmark Series: Excel 2010 Level 1~	2) Nita Rutkosky 3) Nita Rutkosky 4) Nita Rutkosky~	2) EMC Paradigm 3) EMC Paradigm 4) EMC Paradigm~	3) vista version	2) ~ 978-0-76383-005-2 3) ~978-0-76383-065-6 4) ~ 978-0-76384-314-4~	Students to purchase book according to their software version Textbooks are the same for Monthly and Semester Intakes No Substitutions	

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT115	AL-FAE1342	Event Management Strategies	1) No Text Required						
ONT 117	SE-NAT160	Nutrition	1) Nutrition Now	1) "Brown, J.E."	1) Thomson Wadsworth Pub.	1) 6th	1) ~9781439049037		None
ONT 118	AL-MGT5164	Introduction to Project Management	1) Project Management: The Managerial Process 2) Suggested Resource: Guide to Project Management Body of Knowledge	1) Gray; Larson	1) McGraw Hill 2) PMI	1) 5th 2) 4th	1) ~9780077426927 2) ~978-1933890517	1) No substitute	
ONT 119	NC-WRIT1081	Grammar for Writing Professionals	1) Bedford Basics: A Workbook for Writers 3rd	1) "Hacker, Diana and Wanda Van Goor"	1) "VHPS (St. Martin's Press), 16365 James Madison HWY, Gordonsville, VA 22942"		1) ~0-312-15457-7		
ONT 121	NC-WRIT1069	Writing for Publication I	1) Course Notes						
ONT 122	AL-ENL5114	Writing a Proposal	1) No Text Required						
ONT 123	NC-WRIT1079	Writing for Publication II	1) Course Notes						
ONT 124	SE-EAC493	What in the World is Going On?	1) Suggested: What Every Student Should Know About Researching Online 2) Reference Materials: College level dictionary & thesaurus- World Atlas	1) "Munger, D. & Campbell, S."	1) Longman/Pearson		1) ~0321445317		None
ONT 128	AL-ENL0017	Writing a Business Manual	1) The Portable Technical Writer	1) "Murdick, Bloemker"	1) Houghton Mifflin Company		1) ~0395986338	1) No substitute	
ONT 160	AL-ENL0011	Writing Grammatically	1) No Text Required						
ONT 163	AL-ENL5012	Business Writing Strategies	1) Impact	1) Margot Northey	1) Prentice	1) 8th	1) ~9780132574396	1) No substitute	PowerPoint
ONT 164	AL-ENL1977	Technical Communications	1) Effective Communication for the Technical Professions	1) Jennifer MacLennan	1) Oxford University Press	1) 2nd Edition	1) ~9780195425475	1) No substitute	PowerPoint and Word Processing Software
ONT 166	SE-CHI701	Roofing Inspection	1) The Home Reference Book 2) Carson Dunlop Home Study System - Roofing		1) "Carson, Dunlop & Associates Ltd." 2) "Carson, Dunlop & Associates"		1) ~978-1-895585-82-7 2) ~1-895585-46-5	See special instructions at the end of this document.	None

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 167	SE-CHI702	Structural Inspection	1) Carson Dunlop Home Study System - Structure Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~978-1-895585-48-3 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 168	LO-CUST2002	Customs Administration 1	1) NO text required						"Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations Each student must have a copy of the software as per the textbook instructions"
ONT 169	LO-CUST2004	Customs Administration 2	1) No text required						"Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations"
ONT 170	SE-CHI706	Air Conditioning & Heat Pumps Inspection	1) Carson Dunlop Home Study System - Air Conditioning and Heat Pumps Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~1-895585-49-x 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 171	SE-CHI707	Plumbing Inspection	1) Carson Dunlop Home Study System - Plumbing Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~1-895585-47-3 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 172	SE-CHI708	Exterior Inspection	1) Carson Dunlop Home Study System - Exterior Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~1-895585-51-1 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 173	SE-CHI709	Interior/Insulation Inspection	1) Carson Dunlop Home Study System - Interior/Insulation Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~1-895585-52-1 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 174	SE-CHI710	Communication/Professional Practices	1) Carson Dunlop Home Study System - Communication/Professional Practices Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) ~1-895585-55-4 2) ~978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 175	DU-ENTR1281	Entrepreneurship	1) Canadian Entrepreneurship & Small Business Management	1) Balderson	1) McGraw Hill Ryerson	1) 8th	1) ~9780070000209 or 0070000204	1) No substitutes.	
ONT 176	LO-WRIT8000	Creative Writing-Beginners	1) NO TEXT REQUIRED				1) "~,"		Word Processor
ONT 180	DU-PROG4288	Visual C++ Intermediate	1) Ivor Horton's Beginning Visual C++ 2010	1) Ivor Horton	1) Wiley Publishing	1) 2010	1) ~9780470500880	1) No substitute	Software required: minimum Windows XP operating system and Visual Studio 2010. Visual Studio is a free download and information of how to obtain the download can be located in Week 1 of the online course.
ONT 185	DU-PROG2288	HTML Intermediate	1) CSS3: Visual QuickStart Guide	1) Jason Cranford Teague	1) Pearson Education	1) 5th	1) ~03217189638 or 9780321719638	1) No substitute	Basic text editor

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 186	DU-PROG2283	JavaScript	1) "New Perspectives on JavaScript and Ajax, Comprehensive"	1) Patrick Carey and Frank Canovatchel	1) Nelson Education	1) 2nd	1) ~1439044031 or 9781439044032	1) No substitute	"Web Browser Text Editor such as EditPad Lite, Editplus or PSPad"
ONT 187	LO-COMP8014	Java Introduction	1) Java Programming: Comprehensive	1) Joyce Farrell	1) Course Technology	1) 6th	1) ~1111529442	1) Only the 6th edition is appropriate for W12 and forward	"JAVA SDK, JAVA IDE - both free downloads"
ONT 188	LO-COMP8033	Dreamweaver (Webpage Authoring)	1) TBA						Dreamweaver Mx or Greater
ONT 189	LO-COMP8016	Java Intermediate	1) Java Programming Comprehensive	1) Joyce Farrell	1) Course Technology	1) 6th Edition	1) ~ 1111529442	1) W12 and forward only the 6th edition will be supported	"JAVA SDK, JAVA IDE - both free downloads"
ONT 191	DU-PROG3285	Visual Basic Introduction	1) Starting Out with Visual Basic 2010	1) "Gaddis, Irvine"	1) Pearson Educational	1) 5th edition	1) ~0136113400 or 9780136113409	1) No substitute.	Students will require Windows XP Home or XP Pro or Win 2000 SP4(service pack 4) and Visual Basic 2008 Express edition or Standard edition.
ONT 192	AL-TAC0003	Introduction to On-line Delivery	1) Teaching On-line a Practical Guide	1) "Susan Ko, Steve Rossen"	1) Routledge	1) 3rd	1) ~9780415997263		
ONT 193	AL-TAC0006	Instructing/Facilitating an On-Line Course	1) "Facilitating Online Learning, Effective Strategies for Moderators"	1) "Collison, Elbaum"	1) Atwood	1) 1st	1) ~1891859331	1) No substitute	
ONT 194	AL-TAC0007	Assessment of On-Line Learning	1) No Text Required						Word
ONT 196	AL-TAC0005	Designing & Authoring an On-Line Course	1) Essential Elements: Prepare Design & Teach Your Online Course	1) "Elbaum, McIntyre, Smith"	1) Atwood	1) 1st	1) ~1891859404	1) No substitute	

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 197	LO-CUST2003	Brokerage & Logistics 1	1) No text required						"Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations"
ONT 198	LO-CUST2006	Brokerage & Logistics 2	1) No text required						"Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations"
ONT 199	DU-LANG1982	French 1	1) Francais CD - level 1 - REQUIRED					Send an email to ontlearn@stclaircollege.ca indicating you are in French 1, with your mailing address and a CD will be mailed to you.	
ONT 200	DU-LANG2982	French 2	1) Francais CD - level 2 - REQUIRED					Send an email to ontlearn@stclaircollege.ca indicating you are in French 2, with your mailing address and a CD will be mailed to you.	
ONT 201	DU-LANG1980	Translation in the Workplace Level 1	1) None required					1) All reference resources are available online.	
ONT 202	DU-LANG2980	Translation in the Workplace Level 2	1) None required.					1) All reference resources are available online.	
ONT 203	DU-LANG3980	Translation in the Workplace Level 3	1) None required.					1) All reference resources are available online.	

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ST CODE	Course Code	Course Title	Textbook Title	Author	Publisher	Edition	ISBN#	Special Instructions	Computer Req.
ONT 205N	SH-PHAR70004	Management of Drug Distribution - Pharmacy Technician Bridging							
ONT 206N	SH-PHAR70001	Professional Practice - Pharmacy Technician Bridging	1) "Focus on Safe Medication Practices, 2008"	1) "Rantucci, M., Stewart, C., Stewart"	1) "Lippincott Williams & Wilkins, Philadelphia, PA"		1) -ISBN 978-0-7817-7078	1) None	n/a
ONT 207N	SH-PHAR70002	Pharmacology - Pharmacy Technician Bridging	1) Pharmacology for Pharmacy Technicians	1) "Kathy Moscou, Karen Snipe"	1) Mosby	1) n/a	1) -978-0-323-04720-3	1) n/a	n/a
ONT 250	SE-CHI704	Heating Inspection I	1) Carson Dunlop Home Study System - Heating Inspection I Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) -1-895585-53-8 2) -978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 251	SE-CHI705	Heating Inspection II	1) Carson Dunlop Home Study System - Heating Inspection II Guide 2) The Home Reference Book		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) -1-895585-54-6 2) -978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 252	SE-CHI703	Electrical Inspection	1) Carson Dunlop Home Study System - Electrical Guide 2) The Home Reference		1) "Carson, Dunlop & Associates" 2) "Carson, Dunlop & Associates"		1) -1-895585-50-3 2) -978-1-895585-82-7	See special instructions at the end of this document.	None
ONT 359	DU-PROG3288	Visual C++ Introduction	1) Ivor Horton's BEginning Visual C++ 2010	1) Ivor Horton	1) J. Wiley	1) 2010	1) -9780470500880	1) No substitute	Software required: minimum Windows XP operating system and Visual Studio 2010. Visual Studio is a free download and information of how to obtain the download can be located in Week 1 of the online course.

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2. Locate the "Navigation Menu" on the left hand side of the page. 3. Click on the heading "College Students" 4. Very Important: Select your college, as promo code provided will only work in the College section 5. Scroll down the page to locate the text book(s) required for your course(s). 6. Add the text book(s) to your shopping cart. 7. Proceed to the checkout when you have the item(s) in your shopping cart. 8. Near the end of the checkout process please enter the following **Promo/Redemption code - ONLearn** 9. The course material (unit cost) with the promo code will be \$200 plus tax and shipping.