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 *Canadian Business English* by Guffey /Witlox

 **Edition:** 7th **Publisher:** Nelson Education Ltd. **ISBN**: 9780176582968

*Gregg Reference Manual* by Sabin, Millar, Strashok, Sine. (*Required*). **Edition:** 9th Canadian
or latest. **Publisher:** McGraw-Hill Ryerson **ISBN:** 13: 9780071051156

 *Merriam Webster Collegiate Desk Dictionary (Recommended)* **Edition:** 10th or latest

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 *Administrative Procedures for the Canadian Office* by Laura Lee Kilgour et al.

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Authors:  Diana Bergmann and Titus Yip
Publisher:  Douglas College

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