**OADM 130T Business English**

*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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*Personal Development for Life and Work by L. Ann Masters and Harold R. Wallace.* **Edition**: 10. Publisher: South Western, Cengage Learning **ISBN**:-13: 978-0-538-45023-2

**OADM 135T Employment Strategies**

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

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Authors:  Carole J. Colvin, Sheila T. Paige, Brenda Read, Titus Yip

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Authors:  Diana Bergmann and Titus Yip  
Publisher:  Douglas College

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