

Dental Office Assistant WINTER – January to April 2020

- Students should consider purchasing a Super Charger to reduce charging times for devices
- Students will require a basic calculator
- Online courses will require a webcam and microphone to complete examinations. Please contact your program area for more information, if required (HATAdmin@norquest.ca)

Course Code	Textbook/materials	Edition	Publisher	Author	ISBN#	Price
COMM1001 Introduction to Communications	LOOK	3rd	Nelson	Ed. Adler, Rolls and Proctor	9780176820343	\$130.00
COMP1012 Computer Applications for Dental Office Professionals	No Textbook Required, recommend earbuds or headset					\$0.00
HLTH1016 Dental Terminology	Essentials of Dental Assisting 6th Edition - with Evolve Study Resources	6th	Elsevier	Robinson, Bird	9780323400640	\$129.00
HLTH1017 Dental Office Procedures	Office Administration for the Canadian Office plus companion website with Pearson etext 2.0	10th	Pearson	L. Kilgour, Kilgour, Rutherford-Burton	9780135596401	\$129.95
Subtotal						\$258.95
GST						\$12.95
Bookstore Total						\$271.90

The following are purchased online not through the NorQuest bookstore - check with your instructors first.

COMP1006 Office Computer Applications	MindTap for Cable/Freund/Monk/Sebok/Starks/Vermaat's The Shelly Cashman Series Collection, Microsoft® Office 365® & Office 2019, 2 terms Instant Access, 1st Edition (online learning software and e-textbook)	1st	Cengage Learning	Cable, Freund, Monk, Sebok, Starks, Vermaat	ISBN-10: 0-357-11916-9 ISBN-13: 978-0-357-11916-7	\$99.95
HLTH1016 Dental Terminology	Dentoform - Dentalmall 1 Pc Dental Oral Typodont Model Implant Pathological Anatomy Study Removable Teach Demo - THIS IS OPTIONAL FOR THE COURSE		Amazon	website Link is below		\$18.99

https://www.amazon.com/Dentalmall-Typodont-Implant-Pathological-Removable/dp/B00WU107ZG/ref=pd_sim_328_10?encoding=UTF8&pd_rd_i=B00WU107ZG&pd_rd_r=757c40be-6a86-11e9-b421-cdcde3290510&pd_rd_w=T88GM&pd_rd_wq=24llq&pf_rd_p=90485860-83e9-4fd9-b838-b28a9b7fda30&pf_rd_r=52FAZMVA40CY4ZH1DBG7&psc=1&refRID=52FAZMVA40CY4ZH1DBG7

NEW!!!! Face-to-face students: Bring Your Own Device (BYOD) to class! [Click Here to view details.](#)

*****Textbooks can be returned within 14 days of purchase for full refund, you must have original receipt and refunds will be refunded to the original payment method. Any textbooks that are shrink wrapped must be still be in original shrink wrap. Textbooks must be in original condition for refund*****

The bookstore makes every effort to ensure published book prices and course materials lists are up to date and correct. However, prices and required materials are subject to change. In the event of a pricing discrepancy, the price charged by the bookstore at the time of purchase will be honoured.