

Veterinary Office Assistant WINTER – January to April 2020

- Students should consider purchasing a Super Charger to reduce charging time for devices
- 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	\$129.95
COMP1013 Computer Applications for Veterinary Office Professionals	No Textbook Required- Veterinary Software Used					
HLTH1013 Veterinary Terminology and Animal Health Systems	An Illustrated Guide to Veterinary Medical Terminology fourth edition. Romich + MindTap Veterinary Technology, 2 terms (12 months) Printed access card (online software and printed text bundle). Students will be provided with instructions about how to obtain access to MindTap in the course. Note: This price includes a printed copy of the textbook which needs to be obtained through the NorQuest book store, along with the MindTap software	4th	Cengage Learning	Janet Amundson Romich	9780357019795	\$161.95
HLTH1014 Veterinary Administrative Procedures	Veterinary Office Practices	2nd	Cengage Learning	Vicki Judah	9781111139001	\$92.95
Subtotal						\$384.85
GST						\$19.24
Bookstore Total						\$404.09

The following are purchased online (not through the Bookstore)

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) Students purchase MindTap online. Students will be provided with instructions about how to obtain access to MindTap in the course.	1st	Cengage Learning	Cable, Freund, Monk, Sebok, Starks, Vermaat	ISBN-10: 0-357-11916-9 ISBN-13: 978-0-357-11916-7	\$99.95
HLTH1013 Veterinary Terminology and Animal Health Systems	An Illustrated Guide to Veterinary Medical Terminology fourth edition e-Text. Romich + MindTap Veterinary Technology, 2 terms (12 months) Printed access card (online software and printed text bundle). Students will be provided with instructions about how to obtain access to MindTap in the course. Note: This price includes access to the e-Text, along with the MindTap software	4th	Cengage Learning	Janet Amundson Romich	9781337909280	MindTap Standalone with Interactive ebook \$99.95 Option B

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.