



Applied Business Technology

Textbook & Supplies List – Level II

Administrative Assistant Specialty

Fall 2011

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SOME BOOKS LISTED MAY HAVE BEEN PURCHASED FOR LEVEL I COURSES.

LAB ACCESS CARD (Purchase at the Bookstore and then see Faculty Secretary in Room 209 to activate this card) and USB Drive.

- ABTP 106T Keyboarding III**
Championship Keyboarding Drills with CD ROM by Cortez Peters
Edition: 4th **Publisher:** McGraw-Hill-Irwin **ISBN:** 0-07-293625-8
- ABTP 115T Administrative Procedures & Technologies**
ABTP 132T Business Communications II
ABTP 135T Employment Strategies
Administrative Procedures for the Canadian Office by Lauralee Gilgour et al.
Edition: 8th **Publisher:** Pearson Education Canada **ISBN:** 0-13-613911-9
- ABTP 133T Business Communications III**
Human Relations For Career & Personal Success, by Andrew J. DuBrin and Terri M. Geerinck
Edition: 3rd **Publisher:** Pearson Education Canada **ISBN:** 0-13-123996-1
- ABTP 152T, Electronic Spreadsheets and**
ABTP 153T Database Systems
ABTP 175T Presentation Software
Microsoft Office 2007 Bundle by Shelly Cashman
Edition: **Publisher:** **ISBN:** 142837955X
- ABTP 156T Electronic Information Management**
ABTP 171T Advanced Word Processing I
Microsoft Office 2010 Introductory and Advanced bundle with SAM by Shelly/Vermat
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Edition: **Publisher:** Paradigm **ISBN:** 978-07638-43014