



Applied Business Technology

Textbook & Supplies List

Accounting Assistant Specialty

Fall 2011

See: www.viubookstore.ca for text availability (new & used) and pricing

IF BOOKS ARE NOT AVAILABLE IN THE BOOKSTORE, PLEASE ADVISE YOUR INSTRUCTOR IMMEDIATELY.

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

- ABTP 120T Business Mathematics and Calculators**
Solving Business Problems Using a Calculator by Mildred Polisky
Edition: 6th **Publisher:** Glencoe McGraw-Hill **ISBN:** 0-07-830020-7
- ABTP 121T & Accounting I and**
ABTP 122T Accounting II
College Accounting, a Practical Approach and working papers by Slater/Zwicker
Edition: 11th **Publisher:** Prentice Education Canada **ISBN:** 987-00132839946
- ABTP 123T Computer Accounting**
Using Simply Accounting by Sage Premium 2010 by M. Purbhoo
Edition: 2010 **Publisher:** Pearson Education **ISBN:** 978-0-321701657
- ABTP 130T Business English**
Canadian Business English (bundled with clickers) by Mary Ellen Guffey and Patricia Burke
Edition: 5th **Publisher:** Nelson **ISBN:** 0176506462
- Merriam Webster Collegiate Desk Dictionary (Recommended)*
Edition: 10th
- 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 136T Human Relations and Office Procedures**
Personal Development for Life and Work by Wallace & Masters
Edition: 8th **Publisher:** South-Western Thomson Learning **ISBN:** 0538697954
- Administrative Procedures for the Canadian Office* by Lauralee Gilgour et al.
Edition: 8th **Publisher:** Pearson Education Canada **ISBN:** 0-13-613911-9
- ABTP 146T Office Computer Applications I, II and III**
147T and College Keyboarding w/Web Reporter 2.0 and SAM access code by VanHuss et al
148T Edition: 18th **Publisher:** Nelson **ISBN:** 0176524339
- Office 2010 Introductory and Advanced (bundle of 2 books)* by Shelly Cashman Series
Edition: **Publisher:** Nelson **ISBN:** 1133159389
- Championship Keyboarding Drills with CD ROM* by Cortez Peters
Edition: 4th **Publisher:** McGraw-Hill-Irwin **ISBN:** 0-07-293625-8