



# *Applied Business Technology*

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### Administrative Assistant Specialty

### Fall 2011

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*Administrative Procedures for the Canadian Office* by Lauralee Gilgour et al.  
**Edition:** 8th     **Publisher:** Pearson Education Canada ..... **ISBN:** 0-13-613911-9
- 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 130T     Business English**  
*Canadian Business English (bundled with clickers)* by Mary Ellen Guffey and Patricia Burke  
**Edition:** 5th     **Publisher:** Nelson ..... **ISBN:** 0176506462
- 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
- ABTP 138T     Business Communications**  
*Essentials of Business Communication* by Mary Ellen Guffy and Richard Almonte  
**Edition:** 6th Can     **Publisher:** Nelson Education ..... **ISBN:** 9780176473358
- ABTP 146T     Office Computer Applications I**  
*College Keyboarding w/Web Reporter 2.0 and SAM access code* by VanHuss et al  
**Edition:** 18th     **Publisher:** Nelson ..... **ISBN:** 0176524339
- Championship Keyboarding Drills with CD ROM* by Cortez Peters  
**Edition:** 4th     **Publisher:** McGraw-Hill-Irwin ..... **ISBN:** 9780073010946
- ABTP 146T, 147T and 148T     Office Computer Applications I, II and III**  
*Office 2010 Introductory and Advanced (bundle of 2 books)* by Shelly Cashman Series  
**Edition:**     **Publisher:** Nelson ..... **ISBN:** 1133159389
- ABTP 149T     Office Computer Applications IV**  
*Shelley Cashman Series Microsoft Publisher 2010 Introductory* by Shelly Cashman Series  
**Edition:** 1     **Publisher:** Nelson ..... **ISBN:** 10-0538746173
- ABTP 149T     Office Computer Applications IV**  
*Benchmark Series: Microsoft Word 2010 Level 2 Text/CD* by Rutkosky  
**Edition:**     **Publisher:** Paradigm ..... **ISBN:** 978-07637-43014