



# Applied Business Technology

## Textbook & Supplies List – Level II

### Legal Administrative Assistant Specialty

#### Spring 2010

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

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

**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**.

**LEGAL ASSISTANT SPECIALTY STUDENTS ARE NOT TO PURCHASE TEXTBOOKS UNTIL INSTRUCTED TO DO SO BY THEIR INSTRUCTOR.**

#### **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 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 156T Electronic Information Management**

*Microsoft Office Outlook 2007: Introductory Concepts & Techniques*

by Shelly, Cashman Webb

**Edition:** 2008

**Publisher:** Nelson Education (Thomson Course Technology) ..... **ISBN:** 9781418859787

#### **ABTP 160T to ABTP 165T**

*Pocket Dictionary of Canadian Law* by Daphne A. Dukelow, Carswell

**Edition:** 4th      **Publisher:** Thomson Canada Limited ..... **ISBN:** 0-459-24407-8

#### **ABTP 160T to ABTP 165T**

*Legal Course Materials (6 packages in total)*

#### **ABTP 160T to ABTP 165T**

*Statutes Package*

#### **ABTP 163T Wills and Estates**

*Introduction to Wills and Estates* by Titus Yip, B.Comm., L.L.B.,

**Publisher:** DFC Publications, New Westminster, BC ..... **ISBN:** 0-9736571-0-1

#### **ABTP 164T Conveyancing**

*Introduction to Residential Conveyancing* by Titus Yip, B.Comm., L.L.B.,

**Publisher:** DFC Publications, New Westminster, BC ..... **ISBN:** 0-9736571-0-3

#### **ABTP 165T Corporate**

*Incorporation Guide for British Columbia* by Janice Mucalov, B.A., L.L.B.

**Edition:** 22nd or latest

**Publisher:** Self-Counsel Press ..... **ISBN:** 13:1-55180-782-9

**For budget purposes, plan to spend about \$500.00 on Level II books.**

See: [www.viubookstore.ca](http://www.viubookstore.ca) for exact pricing

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