

Please visit <https://campus-store.viu.ca/> for text availability (new & used) and pricing.

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

Textbooks and resources are used immediately; students must have all required texts for first semester classes on the first day of classes.

OADM 130T Business English

Canadian Business English by Guffey /Witlox

Edition: 8. **Publisher:** Nelson Education Ltd.**ISBN:** 13: 978017683219-3

Gregg Reference Manual by Sabin, Millar, Strashok, Sine. (*Required*). **Edition:** 9th Canadian or latest. **Publisher:** McGraw-Hill Ryerson.....**ISBN:** 13: 9780071051156

Merriam Webster Collegiate Desk Dictionary (Recommended) **Edition:** 10th or latest

OADM 170T Human Relations

Personal Development for Life and Work by L. Ann Masters and Harold R. Wallace. **Edition:** 10. **Publisher:** South Western, Cengage Learning..... **ISBN:-**13: 978-0-538-45023-2

OADM 146T Office Computer Applications I

Keyboard Mastery with access code by Barbara Ellsworth **ISBN** 9780997560923

Publisher: Ellsworth Publishing

OADM 160 Legal Office Procedures &

OADM 135T Employment Strategies

Administrative Procedures for the Canadian Office by Laura Lee Kilgour et al.

Edition: 10th **Publisher:** Pearson Education Canada**ISBN:** 9780133951646

OADM 160T Legal Office Procedures & 165 Corporate Law

Legal Office Procedures and Corporate Record Keeping

Authors: Carole J. Colvin, Sheila T. Paige, Brenda Read, Titus Yip

Publisher: Douglas College

Pocket Dictionary of Canadian Law by Daphne Dukelow

Edition: 5th **Publisher:** Thomson-Carswell**ISBN:** 978-0-7798-3688-8

OADM 146T Office Computer Applications I

OADM 171T Introduction to Excel

OADM 156T Electronic Information Management

Legal Computer Texts Bundle

Benchmark Series: Microsoft Word 2019: Levels 1 & 2

Benchmark Series: Excel 2019: Level 1

Outlook 2019 (Denise Seguin)

Access codes for Cirrus and online workbook for each text

Publisher: Paradigm Education Solutions**ISBN:** 9781792425684

Please note: We strongly recommend purchase of the above computer text bundle and the keyboarding texts through our bookstore. This bundle and keyboarding texts come with access cards for publisher software included; used texts will not have access codes which are required for assigned course work.

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***PLEASE NOTE: The texts listed below will be available for purchase later in the fall.
Please ensure you reserve funding to purchase these required texts.***

OADM 161T, 162T, 163T, 164T

Skillbuilding Mastery with access code by Barbara Ellsworth**ISBN: 9780997560916**
Publisher: Ellsworth Publishing

OADM 161T:

Civil Litigation

Introduction to Civil Litigation

Author: Titus Yip, BA, LLB

Publisher: Self-Published

OADM 162T

Family and Divorce

Family Law Manual

Authors: Diana Bergmann and Titus Yip

Publisher: Douglas College

OADM 163T

Wills & Estates

Introduction to Wills & Estates

Author: Titus Yip, BA, LLB

Publisher: Self-Published per Custom Order

OADM 164T

Conveyancing

Introduction to Residential Conveyancing

Author: Titus Yip, BA, LLB

Publisher: Self-Published per Custom Order

Please purchase a USB Drive/Memory Stick for saving your files