

BOOKSTORE ITEMS ELIGIBLE TO BE CHARGED

Program: Administrative Office Technology

Instructor: Angie Anderson

Required Books/Supplies:

ISBN

1st Trimester

_____	Keyboarding & Word Processing (Online Code)	N/A	35.00
_____	Focus on Community College Success	978-1-305-52501-6	139.00
_____	Solving Business Problems Using a Calculator	978-0-07-830020-2	95.00
_____	Administrative Professional	978-0-305-58116-6	193.00
_____	Complete Outlook	OUTL2016-A1-R10-SCB	38.00
_____	USB Flash Drive 4GB	N/A	8.00
_____	TI-30Xa	N/A	9.00

2nd Trimester

_____	One Year Access Code	978-0-357-70004-4	213.00
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3rd Trimester - Accounting Diploma

_____	College Accounting	978-1-337-28056-3	178.00
_____	Payroll Accounting	978-1-305-66591-0	256.00
_____	QuickBooks Pro 2015	978-1-305-08477-3	137.00

3rd Trimester - Administrative Assistant Diploma

_____	Bcom 6e	978-1-305-66591-0	75.00
_____	The World of Customer Service 3e	978-1-133-26169-8	156.00
_____	QuickBooks Pro 2015	1-59136-779-4	137.00
_____	Coaster, Etc.	978-0-538-44145-2	43.00

3rd Trimester - Medical Administrative Assistant Diploma

_____	Medical Terminology 350 2e	0-914901-12-5	35.00
_____	Administrative Medical Assisting 5e	978-1-305-41449-5	155.00
_____	Understanding Health Insurance	978-0-07-760554-4	188.00
_____	Electronic Health Records	978-0-07-797447-3	129.00

Certifications:

_____	MOS Voucher	94.00
_____	MOS Voucher with retake	113.00

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