

Administrative Office Technology

Bookstore/Supply List

	Item	Misc.	Order	Publisher	ISBN	Cost
1 st Trimester	Keyboarding Package			Paradigm	9780763855994	\$125.00
	Practical Math Applications Bundle			Cengage	9781111870331	\$125.00
	Procedures & Theory for Administrative Professionals			Cengage	9781133396017	\$160.00
	Word Pkg 2013			Paradigm	9780763853860	\$110.00
	Calculators: Printing & Display			Cengage	9780840065353	\$40.00
	Our Digital World w/Snap bundle			Paradigm	9780763868789	\$135.00
	TESTING CRC exam					\$21.00
2 nd Trimester						
	Excel pkg 2013			Paradigm	9780763853891	\$105.00
	PowerPoint Pkg 2013			Paradigm	9780763853952	\$75.00
	TESTING Desktop Pro/OFFICE voucher			TEST OUT		\$120.00
3 rd Trimester	<i>Books Dependent upon Emphasis: Administrative Asst., Accounting Asst. or Medical Administrative Asst.</i>					
	Accounting Bundle 1-15, 22 nd edition Heintz (including Text, CNOW, Coolsprings kit)			Cengage	9781337895385	\$250.00
	Payroll Accounting-Beigs			Cengage	9781305665910	\$210.00
	Computerized Accounting w/Quickbooks			Paradigm	9780763865177	\$125.00
	Accounting 1-9 (Text, CNOW, Trey's Fast Cleaning kit)			Cengage	9781337895392	\$250.00
	World of Customer Service			Cengage	9781133261698	\$140.00
	Essentials of Business Communication Bundle			Cengage	9781305608825	\$195.00
	Using Computers in the Medical Office			Paradigm	9780763852429	\$90.00
	Medical Office Procedures w/student Connect Plus			McGraw Hill	9781259282041	\$180.00
	Medical Insurance			McGraw Hill	9780073513713	\$145.00
	Medical Insurance Workbook			McGraw Hill	9780077520519	\$50.00
	Electronic Health Records			Paradigm	9780763857295	\$105.00
	*GRADUATION PACKAGE					\$30.00 Tax 2.93