Administrative Office Technology

Bookstore/Supply List

	Item	Misc.	Order	Publisher	ISBN	Cost
1st Trimester	Keyboarding Package			Paradigm	9780763855994	$125.00
	Practical Math Applications Bundle			Cengage	9781111870331	$185.00
	Procedures & Theory for Administrative Professionals			Cengage	9781133396017	$160.00
	Word Pkg 2013			Paradigm	9780763853860	$110.00
	Our Digital World w/Snap bundle			Paradigm	9780763868789	$135.00
	TESTING CRC exam					$21.00
2nd Trimester						
	Excel pkg 2013			Paradigm	9780763853891	$105.00
	PowerPoint Pkg 2013			Paradigm	9780763853952	$75.00
	TESTING Desktop Pro/OFFICE voucher			TEST OUT		$120.00
3rd Trimester	***Books Dependent upon Emphasis: Administrative Asst., Accounting Asst. or Medical Administrative Asst.***					
	Accounting Bundle 1-15, 22nd edition Heintz (including Text, CNOW,Coolsprings kit)			Cengage	9781337895385	$250.00
	Payroll Accounting-Beigs			Cengage	9781305665910	$190.00
	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	*updated		Cengage	9781337736312	$120.00
	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