

Administrative Office Technology

Bookstore/Supply List

	Item	Misc.	Order	Publisher	ISBN	Cost
1 st Trimester	Keyboarding Package			Paradigm	9780763855994	\$120.00
	Practical Math Applications Bundle			Cengage	9781111870331	\$185.00
	Procedures & Theory for Administrative Professionals			Cengage	9781133396017	\$150.00
	Word Pkg			Paradigm	9780763883447	\$110.00
	Our Digital World w/Snap bundle			Paradigm	9780763868789	\$120.00
		<u>TESTING</u> CRC exam				
2 nd Trimester						
	Excel pkg			Paradigm	9780763883645	\$110.00
	PowerPoint Pkg			Paradigm	9780763883881	\$80.00
		<u>TESTING</u> Desktop Pro/Microsoft OFFICE certification voucher			TEST OUT	
3 rd Trimester	<i>Books Dependent upon Emphasis: Administrative Asst., Accounting Asst Medical Administrative Asst.</i>					
	Accounting Bundle 1-15, 22 nd edition Heintz (including Text, CNOW, Coolsprings kit)			Cengage	9781337895385	\$225.00
	Payroll Accounting-Beigs			Cengage	9781305665910	\$200.00
	Computerized Accounting w/Quickbooks			Paradigm	9780763865177	\$125.00
	Accounting 1-9 (Text, CNOW, Trey's Fast Cleaning kit)			Cengage	9781337895392	\$240.00
	World of Customer Service			Cengage	9781133261698	\$140.00
	Essentials of Business Communication Bundle			Cengage	9781337736312	\$19500
	Using Computers in the Medical Office			Paradigm	9780763852429	\$80.00
	Medical Office Procedures w/student Connect Plus			McGraw Hill	9781259282041	\$175.00
	Medical Insurance 8E			McGraw Hill	9781259608551	\$140.00
	Medical Insurance Workbook 8E			McGraw Hill	9781260489149	\$50.00
Electronic Health Records			Paradigm	9780763857295	\$105.00	
	<i>*GRADUATION PACKAGE</i>					\$30.00 Tax 2.93