

Administrative Office Technology

Bookstore/Supply List

	Item	Misc.	Order	Publisher	ISBN	Cost
1 st Trimester	CENGAGE UNLIMITED- 24 month access			Cengage	9780357700051	\$250.00
	TESTING CRC exam					\$40.00
2 nd Trimester	CENGAGE UNLIMITED- 24 month access Continued if purchased in 1 st trimester			Cengage	9780357700051	
	TESTING Desktop Pro/Microsoft OFFICE certification voucher			TEST OUT		\$120.00
3 rd Trimester	Books Dependent upon Emphasis: <i>Administrative Asst., Accounting Asst Medical Administrative Asst.</i>					
	CENGAGE UNLIMITED- 24 month access			Cengage	9780357700051	
	Continued if purchased in 1 st trimester					
	*GRADUATION PACKAGE					\$30.00 Tax 2.93