

# Administrative Office Technology

## Bookstore/Supply List

	Item	Misc.	Order	Publisher	ISBN	Cost
1 <sup>st</sup> Trimester	<u><b>CENGAGE UNLIMITED- 24 month access</b></u>			Cengage	9780357700051	\$250.00
	<u><b>TESTING</b></u> CRC exam					\$40.00
2 <sup>nd</sup> Trimester	Continue with Cengage Unltd					
	<u><b>TESTING</b></u> Desktop Pro/Microsoft OFFICE certification voucher			TEST OUT		\$120.00
3 <sup>rd</sup> Trimester	Continue with Cengage Unltd					
	<u><b>*GRADUATION PACKAGE</b></u>					\$30.00 Tax 2.93