

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 | \$185.00 |
| | Procedures & Theory for Administrative Professionals | | | Cengage | 9781133396017 | \$155.00 |
| | Word Pkg | | | Paradigm | 9780763883447 | \$110.00 |
| | Our Digital World w/Snap bundle | | | Paradigm | 9780763868789 | \$130.00 |
| | | <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 | \$240.00 |
| | Payroll Accounting-Beigs | | | Cengage | 9781305665910 | \$200.00 |
| | Computerized Accounting w/Quickbooks | | | Paradigm | 9780763865177 | \$130.00 |
| | 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 | \$1950.00 |
| | Using Computers in the Medical Office | | | Paradigm | 9780763852429 | \$90.00 |
| | Medical Office Procedures w/student Connect Plus | | | McGraw Hill | 9781259282041 | \$180.00 |
| | Medical Insurance (revising to 7E 9780077840273) | | | McGraw Hill | 9780073513713 | \$145.00 |
| | Medical Insurance Workbook (revising) | | | McGraw Hill | 9780077520519 | \$50.00 |
| Electronic Health Records | | | Paradigm | 9780763857295 | \$105.00 | |
| | <i>*GRADUATION PACKAGE</i> | | | | | \$30.00 Tax 2.93 |