Student Name: _____

Tennessee College of Applied Technology Crump

Program: Administrative Office Technology　　　　　　　**2018-2019**
Administrative Assistant Diploma

Bookstore Code	Check if Purchasing	18-19 Required Books/ Supplies	ISBN	Estimated Cost
		1st Trimester		
AOT28	_____	Computer Concepts Bundle	9781337575270	$240.00
AOT04	_____	Keyboarding in SAM 365 & 2016 with Mindtap Reader	Mastery Access Code	$148.00
AOT05	_____	Business Math	9780321924285	$196.00
AOT06	_____	Office Procedures for the 21st Century	9780135063897	$173.00
AOT02	_____	Records Management	9781305119161	$158.00
BST7	_____	Ear Buds	Supply	$16.00
BST8	_____	Highlighters (2)	Supply	$15.00
				$946.00
Bookstore Code	Check if Purchasing	**2nd Trimester**		
AOT08	_____	Illustrated Course Guide (Bundle) MS Word 2013 Basic / Intermediate	9781337209670	$137.00
AOT25	_____	Microsoft Powerpoint 2013	9781285082592	$74.00
AOT24	_____	Microsoft Publisher 2013	9781285082714	$77.00
AOT07	_____	Microsoft Excel 2013	9781337209663	$77.00
AOT17	_____	Job Search Career Planning Guide, Book 2	9780534574215	$83.00
				$146.00
Bookstore Code	Check if Purchasing	**3rd Trimester**		$594.00
AOT18	_____	Business Communications	9781285904243	$67.00
AOT21	_____	Excellent Adventures Simulations Workbook	9781934422427	$57.00
AOT11	_____	World of Customer Service	9780840064240	$126.00
AOT22	_____	Fundae Sundaes Workbook	9781934422465	$57.00
				$307.00
		Estimated Total Books/Supplies Cost		**$1,847.00**

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