

Student Name: _____

Tennessee College of Applied Technology Crump

Program: Administrative Office Technology
Accounting Assistant Diploma

2018-2019

Bookstore Code	Check if Purchasing	18-19 Required Books/Supplies 1st Trimester	ISBN	Estimated Cost
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
FLASH	_____	Flash Drive	Supply	\$15.00
				<u>\$946.00</u>

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	\$77.00
AOT24	_____	Microsoft Publisher 2013	9781285082714	\$77.00
AOT07	_____	Microsoft Excel 2013	9781337209663	\$83.00
AOT17	_____	Job Search Career Planning Guide, Book 2	9780534574215	\$146.00
				<u>\$520.00</u>

Bookstore Code	Check if Purchasing	3rd Trimester		
AOT26	_____	College Accounting	9781305666177	\$243.00
AOT27	_____	College Accounting Study Guide	9781305667662	\$107.00
AOT19	_____	Payroll Accounting	9781285862071	\$260.00
AOT26	_____	Using Quickbooks Accountant for Accounting 2018	9781305084773	\$145.00
				<u>\$755.00</u>

Estimated Total Books/Supplies Cost \$2,221.00

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