

Student Name: _____

Tennessee College of Applied Technology Crump

**Program: Administrative Office Technology
Accounting Assistant Diploma**

2019-2020

Bookstore Code	Check if Purchasing	19-20 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
AOT29	_____	P.O.W.E.R Learning Strategies for Success in College & Life.	9780077842154	\$122.00
BST7	_____	Ear Buds	Supply	\$16.00
FLASH	_____	Flash Drive	Supply	\$15.00
				<u>\$1068.00</u>

Bookstore Code	Check if Purchasing	2nd Trimester		Estimated Cost
AOT08	_____	Basic + Illustrated Course Guide: Microsoft® Word 2013 Intermediate	9781337209670	\$113.00
AOT25	_____	Microsoft® PowerPoint® 2013 Illustrated Introductory, 1st Edition	9781285082592	\$70.00
AOT24	_____	Microsoft® Publisher 2013 Illustrated, 1st Edition	9781285082714	\$47.00
AOT07	_____	Microsoft Excel 2013	9781337209663	\$90.00
AOT17	_____	Job Search Career Planning Guide, Book 2	9780534574215	\$141.00
				<u>\$461.00</u>

Bookstore Code	Check if Purchasing	3rd Trimester		Estimated Cost
AOT26	_____	College Accounting	9781305666177	\$243.00
AOT27	_____	College Accounting Study Guide	9781305667662	\$96.00
AOT19	_____	Payroll Accounting	9781337291057	\$211.00
AOT26	_____	Using Quickbooks Accountant for Accounting 2018	9781337896481	\$183.00
				<u>\$733.00</u>

Estimated Total Books/Supplies Cost **\$2,262.00**

The college reserves the right for prices to vary as this is only an estimate. Only supplies are taxable.