

Student Name: _____

Tennessee College of Applied Technology Crump

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

2019-2020

		19-20 Required Books Supplies		ISBN	Estimated Cost
		1st Trimester			
Bookstore Code	Check if Purchasing				
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 &		9780077842154	\$122.00
BST7	_____	Ear Buds		Supply	\$16.00
FLASH	_____	Flash Drive		Supply	\$15.00
					\$1068.00
		2nd Trimester			
Bookstore Code	Check if Purchasing				
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
					\$231.00
		3rd Trimester			
Bookstore Code	Check if Purchasing				
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					\$1,606.00

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