

Student Name: _____

Tennessee College of Applied Technology Crump

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

2019-2020

Bookstore Code	Check if Purchasing	2019-2020 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	9780077842154	\$122.00
BST7	_____	Ear Buds	Supply	\$16.00
FLASH	_____	Flash Drive	Supply	\$15.00
				\$1068.00
2nd Trimester				
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
				\$461.00
3rd Trimester				
AOT09	_____	Essentials of Medical Terminology	9781401890193	\$113.00
AOT15	_____	Delmars Administrative Medical Assisting	9781305414495	\$176.00
AOT14	_____	Insurance Handbook for the Medical Office	9780323316255	\$127.00
AOT12	_____	Using Electronic Health Records	9781111645601	\$178.00
AOT23	_____	SIM Chart for the Medical Office	9781133278955	\$120.00
				\$714.00
Estimated Total Books/Supplies Cost				\$2,243.00

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