



Administrative Office Technology Book Cost Sheet

Important Note:

To access books outside of class, students will need access to one of the following: laptop computer, desktop computer, or tablet device with internet browser options.

1st Trimester – General Office Assistant Certificate

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| Cengage Unlimited, Multi-Term *Required* | ISBN 9780357700013 | 250.00 |
| Contemporary Mathematics for Business & Consumers | ISBN 9780357026441 | 265.00 |
| The Office | ISBN 9781337281362 | 106.00 |
| Technology for Success and The Shelly Cashman Series® Microsoft® 365® & Office® | ISBN 9780357881514 | 225.95 |
| Shelly Cashman Series Microsoft Windows® 11 Comprehensive | ISBN 9780357881774 | 225.95 |
| The Shelly Cashman Series® Microsoft® Office 365® & Outlook® 2021 Comprehensive | ISBN 9780357677216 | 225.95 |
| Microsoft Office Specialist MOS Exam Voucher with Retake | | 120.00 |
| OSHA 10 Test | | 60.00 |
| Trimester Total | | \$1237.90 |

2nd Trimester – Administrative Support Specialist Certificate

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| The Shelly Cashman Series® Microsoft® Office 365® & Word® Comprehensive | ISBN 9780357881736 | 225.95 |
| Microsoft Office Specialist MOS Exam Voucher with Retake | | 120.00 |
| The Shelly Cashman Series® Microsoft® Office 365® & Excel® Comprehensive | ISBN 9780357881613 | 225.95 |
| Microsoft Office Specialist MOS Exam Voucher with Retake | | 120.00 |
| The Shelly Cashman Series® Microsoft® Office 365® & PowerPoint® Comprehensive | ISBN 9780357881699 | 225.95 |
| Microsoft Office Specialist MOS Exam Voucher with Retake | | 120.00 |
| Trimester Total | | \$1037.85 |

3rd Trimester – Administrative Assistant Diploma

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| Essen of Business Communication | ISBN 9781337386494 | 198.25 |
| Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake) | | 210.00 |
| College Accounting, Chapters 1-15 | ISBN 9780357989692 | 312.95 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Integrated Business Projects | ISBN 9780538731096 | 79.50 |
| Trimester Total | | \$1059.70 |

3rd Trimester – Accounting Assistant Diploma

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|--|--------------------|------------------|
| Payroll Accounting 2024 | ISBN 9780357901052 | 312.95 |
| College Accounting, Chapters 1-15 | ISBN 9780357989692 | 312.95 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Trimester Total | | \$1143.90 |

3rd Trimester – Medical Administrative Assistant Diploma

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|--|--------------------|-----------------|
| Medical Terminology Online for Medical Tem & Anatomy Coding | ISBN 9780323764650 | 154.00 |
| Practice Management Reference Guide | ISBN 9781646312542 | 170.00 |
| 2022 CPPM Study Guide | ISBN 9781646313846 | 150.00 |
| Understanding Health Insurance Guide to Billing & Reimbursement 2022 Edition | ISBN 9780357621356 | 221.75 |
| 2022 CPB Certification Study Guide | ISBN 9781646313600 | 212.00 |
| Trimester Total | | \$907.75 |

3rd Trimester – Financial Services Diploma

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|---|--------------------|------------------|
| Essen of Business Communication | ISBN 9781337386494 | 198.25 |
| Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake) | | 210.00 |
| College Accounting, Chapters 1-15 | ISBN 9780357989692 | 312.95 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Trimester Total | | \$1239.20 |

3rd Trimester- Admin Marketing Assistant Diploma

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| MindTap for The Shelly Cashman Series® Collection, Microsoft® 365® & Office® | ISBN 9780357881408 | |
| Essen of Business Communication | ISBN 9781337386494 | 198.25 |
| Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake) | | 210.00 |
| College Accounting, Chapters 1-15 | ISBN 9780357989692 | 312.95 |
| Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course | | 259.00 |
| Microsoft Office Specialist MOS Exam Voucher with Retake | | 120.00 |
| Trimester Total | | \$1100.20 |

Total Cost for Program(approximately)

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|---|------------------|
| Administrative Assistant Diploma | \$3335.45 |
| Accounting Assistant Diploma | \$3419.65 |
| Medical Administrative Assistant Diploma | \$3183.50 |
| Financial Services Diploma | \$3514.95 |
| Admin Marketing Assistant Diploma | \$3375.95 |

This list of fees covers the period from September 1, 2024 to August 31, 2025. All book, tool and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.

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