



## 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.

### 1<sup>st</sup> Trimester – General Office Assistant Certificate

Keyboarding & Word Processing Essentials	ISBN 9781337103022	159.00
Contemporary Mathematics for Business & Consumers	ISBN 9780357026441	265.00
Cengage Unlimited, Multi-term	ISBN 9780357700013	237.50
The Office	ISBN 9781337281362	106.00
Records Management	ISBN 9781305117161	181.75
SC Microsoft Office 365 & Outlook 2021 Comprehensive	ISBN 9780357677216	156.75
Technology for Success & Shelly Cashman Series Microsoft Office 365 & Office 2021	ISBN 9780357676929	221.50
<b>Trimester Total</b>		<b>\$1327.50</b>

### 2<sup>nd</sup> Trimester – Administrative Support Specialist Certificate

SC Office 365 Word Comprehensive	ISBN 9780357677094	221.50
Shelly Cashman Series Microsoft Office 365 & Excel 2021 Comprehensive	ISBN 9780357676974	221.50
Shelly Cashman Series Microsoft Office 365 & PowerPoint 2021 Comprehensive	ISBN 9780357677056	221.50
<b>Trimester Total</b>		<b>\$664.50</b>

### 3<sup>rd</sup> Trimester – Administrative Assistant Diploma

Essen of Business Communication	ISBN 9781337386494	198.25
World of Customer Service	ISBN 9780840064240	165.75
College Accounting Chapters 1-27	ISBN 9781337794756	265.00
College Accounting Chapters 1-27	ISBN 9780357117491	75.99
Integrated Business Projects	ISBN 9780538731096	79.50
<b>Trimester Total</b>		<b>\$784.49</b>

### 3<sup>rd</sup> Trimester – Accounting Assistant Diploma

Payroll Accounting 2023	ISBN 9780357722275	308.25
College Accounting Chapters 1-27	ISBN 9781337794756	265.00
College Accounting Chapters 1-27	ISBN 9780357117491	75.99
<b>Trimester Total</b>		<b>\$649.24</b>

### 3<sup>rd</sup> Trimester – Medical Administrative Assistant Diploma

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 &	ISBN 9780357621356	221.75

Reimbursement 2022 Edition 2022 CPB Certification Study Guide <b>Trimester Total</b>	ISBN 9781646313600	212.00 <b>\$907.75</b>
<b>3<sup>rd</sup> Trimester – Financial Services Diploma</b>		
Essen of Business Communication	ISBN 9781337386494	198.25
College Accounting Chapters 1-27	ISBN 9781337794756	265.00
College Accounting Chapters 1-27	ISBN 9780357117491	75.99
<b>Trimester Total</b>		<b>\$539.24</b>
<b>Total Cost for Program(approximately)</b>		
<b>Administrative Assistant Diploma</b>		<b>\$2,776.49</b>
<b>Accounting Assistant Diploma</b>		<b>\$2,641.24</b>
<b>Medical Administrative Assistant Diploma</b>		<b>\$2,899.75</b>
<b>Financial Services Diploma</b>		<b>\$2,531.24</b>

*This list of fees covers the period from September 1, 2022 to August 31, 2023. 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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