Tennessee College of Applied Technology Crump

Program:	Administrative Office Technology Accounting Assistant Diploma		1/19/2018

Bookstore Code		2018 Required Books/Supplies	ISBN	Estimated Cost
		1st Trimester		
AOT28		Computer Concepts Bundle	9781337575270	$208.00
AOT04		College Keyboarding 2010 Access Code	Mastery Access Code	$33.00
AOT05		Business Math	9780321924285	$183.00
AOT06		Office Procedures for the 21st Century	9780135063897	$153.00
AOT02		Records Management	9781305119161	$151.00
BST7		Ear Buds	Supply	$12.00
BST8		Highlighters (2)	Supply	$1.00
FLASH		Flash Drive	Supply	$11.00
				$752.00
		2nd Trimester		
AOT08		Illustrated Course Guide (Bundle) MS Word 2013 Basic / Intermediate	9781337209670	$131.00
AOT25		Microsoft Powerpoint 2013	9781285082592	$74.00
AOT24		Microsoft Publisher 2013	9781285082714	$74.00
AOT07		Microsoft Excel 2013	9781337209663	$79.00
AOT17		Job Search Career Planning Guide, Book 2	9780534574215	$140.00
				$498.00
		3rd Trimester		
AOT26		College Accounting	9781305666177	$234.00
AOT27		College Accounting Study Guide	9781305667662	$95.00
AOT19		Payroll Accounting	9781285862071	$222.00
AOT26		Using Quickbooks Accountant for Accounting 2015	9781305084773	$153.00
				$704.00
		Estimated Total Books/Supplies Cost		**$1,954.00**

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