Tennessee College of Applied Technology Crump

Program:	Administrative Office Technology Administrative 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		
AOT18	_____	Business Communications	9781285904243	$64.00
AOT21	_____	Excellent Adventures Simulations Workbook	9781934422427	$55.00
AOT11	_____	World of Customer Service	9780840064240	$121.00
AOT27	_____	Fundae Sundaes Workbook	9781934422465	$55.00
				$295.00
		Estimated Total Books/Supplies Cost		**$1,545.00**

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