



ACCOUNTING ASSISTANT

The Administrative Office Technology program is 3 trimesters (1296 hours).

Courses	Books/Supplies	ISBN	Price
<u>First Trimester</u>			
AOTT-1100 Office Technology Foundations	Focus on Community College Success (textbook only)	9781305109575	\$ 80.00
	Solving Business Problems Using a Calculator	9780078300202	100.00
AOTT-1110 Keyboarding/Data Entry	Keyboarding & Word Processing Essentials w/access code	9781285576329	185.00
AOTT-1120 Office Procedures I	Administrative Professional & Office Filing Simulation (Bundle)	9781337349116	250.00
AOTT-1130 Computer Essentials	Microsoft Office 2013 Illustrated Enhanced First Course and SAM 2013	9781305712751	240.00
	USB Flash Drive (8GB)		15.00
	First Trimester Cost For Books/Supplies		\$ 870.00
<u>Second Trimester</u>			
AOTT-1200 Word Processing Applications	MS Office 2013 Illustrated 2nd & 3rd Course + 2 Certification Exams (Bundle)	9781305131484	\$ 570.00
<u>Third Trimester</u>			
AOTT-1300 Accounting	Century 21 Accounting, 10e w/access code	9781305431362	\$ 190.00
AOTT-1310 Payroll	Payroll Accounting: A Practical Real-World Approach, 3e 2016	9781591368405	150.00
AOTT-1320 Computerized Accounting	Computer Accounting w/QuickBooks 2015	9781259620720	215.00
	Third Trimester Cost for Books/Supplies:		\$ 555.00
	TOTAL COST FOR ALL BOOKS/SUPPLIES		\$ 1,995.00
	TOTAL COST FOR ALL FEES (\$1216 per term*)		\$ 3,648.00
	TOTAL PROGRAM COSTS		\$ 5,643.00

*Effective September 1, 2016, fees charged each term: \$1139 maintenance fee, \$67 technology access fee, and \$10 student activity fee.

Books and prices are subject to change without notice.