



ADMINISTRATIVE 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-1330 Business Communications	Business Communications, 8e w/access code	9781305667167	70.00
AOTT-1340 Customer Service	The World of Customer Service, 3e w/access code	9781133261698	130.00
AOTT-1350 Financial Functions	Computer Accounting w/Quickbooks 2015	9781259620720	\$ 215.00
AOTT-1360 Practicum/Simulation	Coasters, Etc.	9780538441452	50.00
	Third Trimester Cost for Books/Supplies:		\$ 465.00
	TOTAL COST FOR ALL BOOKS/SUPPLIES		\$ 1,905.00
	TOTAL COST FOR ALL FEES (\$1216 per term*)		\$ 3,648.00
	TOTAL PROGRAM COSTS		\$ 5,553.00

*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.