



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.



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.

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MEDICAL 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-1370	Medical Terminology	Medical Terminology for Health Professions w/access code	9781337123099 \$ 170.00
AOTT-1375	Medical Ethics & Office Mgmt.	Administrative Medical Assisting w/access code	9781305414495 185.00
AOTT-1380	Intro. to Medical Insurance	Understanding Health Insurance, A Guide to Billing & Reimb. w/access code	9781305720909 205.00
AOTT-1385	Electronic Health Records	Electronic Health Records with SpringCharts w/access code (Bundle)	9780077974473 160.00
		Third Trimester Cost for Books/Supplies:	\$ 720.00
		TOTAL COST FOR ALL BOOKS/SUPPLIES	\$ 2,160.00
		TOTAL COST FOR ALL FEES (\$1216 per term*)	\$ 3,648.00
		TOTAL PROGRAM COSTS	\$ 5,808.00

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

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