

Administrative Office Technology

Book & Supply List

Follet Bookstore

<https://www.bkstr.com/tcatdicksonstore>

Please note: The following items are required for the program and are eligible to charge towards Financial Aid with the exception of optional books. Check the Instructor Required Items list for additional program requirements.

First Trimester	
Books	ISBN #
GDP College Keyboarding 2016	9781259921148
Business Skills Exercises	9781111572198
The Office: Procedures and Technology, 7th Edition	9781337281362
Cengage Unlimited 1 year Instant Access	9780357700044
Second Trimester	
Books	ISBN #
Bundle: Enhanced MS Word 2016 & Enhanced MS Excel 2016	9781337946704
Third Trimester Accounting Assistant	
Books	ISBN #
Century 21 Accounting, 11th Edition	9781337623124
Working Papers for Century 21 Accounting: General Journal, 11th Edition	9781337623254
Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th	9780840068224
Payroll Accounting 2016, 26th Edition	9781305665910
QuickBooks 2018	9780763884567
Third Trimester Administrative Assistant	
Books	ISBN #
Business Communication Essentials Plus MyBCommLab with Pearson eText -- Access Card Package, 8/E	9780135246283
Customer Service Skills for Success 6ed	9780073545462
QuickBooks 2018	9780763884567
The Ultimate Credit & Collections Handbook	1599180251
Simulations Resource Book for The Office: Procedures and Technology, 6th Edition	9781111574666
Third Trimester Medical Administrative Assistant	
Books	ISBN #
Medical Terminology: A Short Course 8ed	9780323444927
Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition	9780323473842
Fordney's Medical Insurance - Text and Workbook Package, 15th Edition	9780323708524
The Electronic Health Record for the Physician's Office for SimChart for the Medical Office and SimChart for the Medical Office Learning the Medical Office Workflow 2019 Edition, 2nd Edition	9780323696463
The Simulated Administrative Medical Office	9780323353939
Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide	9781565335349