TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
910 MILLER AVENUE
CROSSVILLE, TN 38555

Administrative Office Technology
Trimester 1, 2 & 3
Accounting Administrative Assistant

Item	**Approximate Cost**
*Solving Business Problems Using a Calculator ISBN 9780078300202	$ 90.00
*Gregg College Keyboarding w/ word 2016 ISBN 9781259921148	$200.00
Cengage Unlimited ISBN 9780357700044	$215.00
TOTAL	**$ 505.00**

2nd Trimester

**Excel MOS Certification test	100.00
**Word MOS Certification test	100.00
TOTAL	**$200.00**

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***These books are required to begin your training.**
**** online testing fees cannot be paid through the school. Must be paid directly to testing site by the student.**

NOTE: Book prices may change during the school year. This list is provided to give the student an estimate of book costs.

All books are available in the school business office.

Effective: March 2020