



Clearwater Campus - 6100 154th Avenue North - Clearwater, FL 33760-2140
 (727) 538-7167 - FAX (727) 538-7203
www.myptec.org

ADMINISTRATIVE ASSISTANT
 Required Book-Tool-Supply List
 2011-2012

- Please check with your instructor before purchasing any item on the list.
- Item costs are approximate and may change at any time. All items are subject to state tax.
- Fees and membership are collected upon initial registration and subsequent fee periods.

TYPE	ITEM	QUANTITY	UNIT COST	TOTAL COST
Fee	Lab Fee of \$36.00 to be paid <i>every fee period</i>			
Fee	Facility and Equipment Usage fee of \$12.50 to be paid <i>every fee period</i>			
Fee	Student Parking Tag	1	\$5.35	\$5.35
Fee	Student ID	1	5.35	5.35
Fee	Graduation fee (to be applied to term of graduation)	1	34.00	34.00
Course OTA0040				
Book	Microsoft Office 2010 Illustrated First Course with DVD (ISBN 0-538-74715-3) or same text as above without DVD (ISBN 0-538-74715-3)	1	\$137.18	\$137.18
Supply	Flash drive, minimum 2GB	1	8.52	8.52
Supply	Digital stereo headphone	1	5.08	5.08
Course OTA0041				
Book	QuickBooks Pro 2011: Comprehensive w/2011Quick Books Software (ISBN 1-59136-386-1)	1	\$127.14	\$127.14
Book	Administrative Office Management COMPLETE (ISBN 9780538438575)	1	150.64	150.64
Course OTA0030				
Book	Microsoft Office 2010 Illustrated Series, Second Course (ISBN 0-538-74813-3)	1	\$130.81	\$130.81
Book	Adobe InDesign CS4 Illustrated Series (ISBN 9781423999393)	1	50.86	50.86
Course OTA0043				
Book	Adobe Photoshop CS4 Complete Concepts and Techniques (ISBN 9781439079300)	1	\$87.91	\$87.91
Book	Adobe Illustrator CS4 Revealed (ISBN 9781435441880)	1	76.21	76.21
TOTAL COST (books and supplies)				\$774.35