Curso**: 1º GESTIÓN ADMINISTRATIVA**

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| **Solicitud de libros de texto curso 2023 - 2024** |
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| Nombre del alumno:  |

**Datos factura:**

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| Nombre: NIF/CIF: Dirección:  |

Marque los libros que quiere adquirir

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|  | **Libro** | Editorial | ISBN | PrecioColegio | Sí |
| **1** | TRATAMIENTO INFORMATICO DE LA INFORMACIÓN (Ed. 2021) | EDITEX | 9788413218786 | 35,63 |[ ]
| **2** | OPERACIONES ADMINSTRATIVAS DE LA COMPRAVENTA (Ed 2018) | MCGRAWHILL | 9788448614195 | 34,15 |[ ]
| **3** | TÉCNICA CONTABLE (Ed 2021) | MCGRAWHILL | 9788448623012 | 32,25 |[ ]
| **4** | COMUNICACIÓN EMPRESARIAL y ATENCIÓN AL CLIENTE (Ed 2020) | MAC MILLAN | 9788417899400 | 33,20 |[ ]
| **5** | EMPRESA Y ADMINISTRACIÓN (Ed 2021) | EDITEX | 9788413215617 | 34,68 |[ ]
| **6** | FORMACIÓN Y ORIENTACIÓN LABORAL (ED 2023) | PARANINFO | 9788428362733 | 17,05 |[ ]
| **7** | OFFICE ADMINISTRATION ( STUDENT´S BOOK) 2nd edition | BURLINGTON BOOKS | 9789925308880 | 25,46 |[ ]
| **8** | OFFICE ADMINISTRATION ( WORKBOOK) 2nd edition | BURLINGTON BOOKS | 9789925308897 | 16,63 |[ ]
| **9** |  |  |  |  |[ ]
|  |  Importe total  | **229,05** |  |
|  | Importe total a ingresar \* |  ***€*** |
|  | *\* Sumar el importe total de libros solicitados* |

* He solicitado libros
* Firmado:
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Enviar la solicitud y justificante de pago al correo **libros@colegiosma.com** **antes del día 31 DE JULIO de 2023. En SEPTIEMBRE** nos pondremos en contacto con ustedes para acordar el día y la hora de recogida.