

# Tennessee College of Applied Technology

## Morristown Campus

2020-2021

### Administrative Office Technology

The General Office Assistant Certificate requires completion of the first trimester only. The Software Applications Specialist Certificate requires completion of the first two trimesters. The Administrative Assistant Diploma requires completion of three trimesters, with the last trimester being selected from the available concentrations.

\*\*All book and supply costs are estimates and subject to change without notice.\*\*

<b>First Term</b>				<b>432 Hours</b>
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
Practical Math Applications	9780538731157	Cengage	\$140.00	Approximate
Cengage Unlimited 1 Yr. Access		Cengage	\$250.00	Approximate
Basic English Review	9780538730952	Cengage	\$125.00	Approximate
Keyboarding and Word Processing Essentials	* Rental	Chegg	\$7.99	Approximate
Microsoft Office 365/ Office 2019 Intro. & Intermediate	* Rental/ Each	Chegg	\$7.99	Approximate
Procedures & Theory for Admin. Professionals	* Rental	Chegg	\$7.99	Approximate
Procedures & Theory for Administrative Professionals	9781111575861	Cengage	\$175.00	Approximate
Calculator			\$15.00	Approximate
Jump Drive 8 GB			\$15.00	Approximate
<b>Total Tuition and Fees</b>			<b>\$2,055.97</b>	
<b>Second Term</b>				<b>432 Hours</b>
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
<b>Total</b>			<b>\$1,312.00</b>	
<b>Third Term - Accounting Assistant</b>				<b>432 Hours</b>
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
College Accounting with QuickBooks	9781305431089	Cengage	\$290.00	Approximate
Computer Accounting w/Quickbooks	978259741104	McGraw	\$220.00	Approximate
Payroll Accounting	9781305665910	Cengage	\$260.00	Approximate
Graduation Set			\$45.00	Approximate
<b>Total</b>			<b>\$2,127.00</b>	
<b>Third Term - Administrative Assistant</b>				<b>432 Hours</b>
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
College Accounting with QuickBooks	9781305431089	Cengage	\$290.00	Approximate
Essentials of Business Communications 11th. Ed.	9781337386494	Cengage	\$275.00	Approximate
The World of Customer Service	9780840064240	Cengage	\$140.00	Approximate
The Sports Connection	9780538451451	Cengage	\$100.00	Approximate
Graduation Set			\$45.00	Approximate
<b>Total</b>			<b>\$2,162.00</b>	
<b>Third Term - Medical Administrative Assistant</b>				<b>432 Hours</b>
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
Electronic Health Records	9780073402147	Glencoe	\$125.00	Approximate
Insurance Handbook for the Medical Office	9780323316255	Elsevier	\$135.00	Approximate
Insurance Handbook for the Medical Office Workbook	9780323316279	Elsevier	\$100.00	Approximate
A Short Course in Medical Terminology	9781496351470	Lippincott	\$70.00	Approximate
Medical Office Procedures Bundle	9780323473842	Elsevier	\$180.00	Approximate
Graduation Set			\$45.00	Approximate
<b>Total</b>			<b>\$1,967.00</b>	
<b>Total Estimated Program Cost for General Office Assistant Certificate</b>				<b>\$2,055.97</b>
<b>Total Estimated Program Cost for Software Application Specialist</b>				<b>\$3,367.97</b>
<b>Total Estimated Program Cost for Administrative Assistant Diploma-Accounting Assistant</b>				<b>\$5,494.97</b>
<b>Total Estimated Program Cost for Administrative Assistant Diploma-Administrative Assistant</b>				<b>\$5,529.97</b>
<b>Total Estimated Program Cost for Administrative Assistant Diploma-Medical Administrative Assistant</b>				<b>\$5,334.97</b>

\* TO BE RENTED FROM CHEGG

Updated: rev 7.7.20