

Tennessee College of Applied Technology

Hawkins County Branch

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.

First Term				432 Hours
Tuition			\$1,229.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$73.00	Due at Registration
Cengage Unlimited 1yr. Access		Cengage	\$250.00	Approximate
Procedures & Theory for Administrative Professionals	9781111575861	Cengage	\$175.00	Approximate
Microsoft Office Specialist Exam (Word)			\$100.00	Approximate
Jump Drive 8 GB			\$15.00	Approximate
Total Tuition and Fees			\$1,852.00	
Second Term				432 Hours
Tuition			\$1,204.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$67.00	Due at Registration
Your Career How to Make it Happen	9781305494831	Cengage	\$130.00	Approximate
Microsoft Office Specialist Exam (Excel)			\$100.00	Approximate
Total			\$1,511.00	
Third Term - Accounting Assistant				432 Hours
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 with Quickbooks	9781259741104	McGraw	\$220.00	Approximate
Payroll Accounting	9781305665910	Cengage	\$250.00	Approximate
Microsoft Office Specialist Exam (PowerPoint)			\$100.00	Approximate
Graduation Set			\$45.00	Approximate
Total			\$2,217.00	
Third Term - Administrative Assistant				432 Hours
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
The World of Customer Service	9780840064240	Cengage	\$140.00	Approximate
The Sports Connection	9780538451451	Cengage	\$100.00	Approximate
Essentials of Business Communications	9781305625082	Cengage	\$275.00	Approximate
Microsoft Office Specialist Exam (PowerPoint)			\$100.00	Approximate
Graduation Set			\$45.00	Approximate
Total			\$2,262.00	
Third Term - Medical Administrative Assistant				432 Hours
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	\$135.00	Approximate
Insurance Handbook for the Medical Office	9780323316255	Elsevier	\$125.00	Approximate
A Short Course in Medical Terminology	9781451176063	Lippincott	\$70.00	Approximate
Medical Office Procedures Bundle	9780323473842	Elsevier	\$145.00	Approximate
Microsoft Office Specialist Exam (PowerPoint)			\$100.00	Approximate
Graduation Set			\$45.00	Approximate
Total			\$1,932.00	
Total Estimated Program Cost for General Office Assistant Certificate				\$1,852.00
Total Estimated Program Cost for Software Application Specialist				\$3,363.00
Total Estimated Program Cost for Administrative Assistant Diploma-Accounting Assistant				\$5,580.00
Total Estimated Program Cost for Administrative Assistant Diploma-Administrative Assistant				\$5,625.00
Total Estimated Program Cost for Administrative Assistant Diploma-Medical Administrative Assistant				\$5,295.00