## Tennessee College of Applied Technology

## Morristown Campus 2017-2018

## **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 cha	nge without notice.**			
First Term				432 Hours
Tuition			\$1,169.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$67.00	Due at Registration
Keyboarding 2013	9780077824631	Glencoe	\$220.00	Approximate
Practical Math Applications	9780538731157	Cengage	\$140.00	Approximate
Basic English Review	9780538730952	Cengage	\$120.00	Approximate
Procedures & Theory for Administrative Professionals	9781111575861	Cengage	\$175.00	Approximate
Calculator			\$15.00	Approximate
Jump Drive 8 GB			\$15.00	Approximate
Total Tuition and Fees			\$1,931.00	400.11
Second Term				432 Hours
Tuition			\$1,169.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee			\$67.00	Due at Registration
Microsoft Office Illustrated 2013	9781305918061	Cengage	\$360.00	Approximate
Your Career How to Make it Happen	9781305494831	Cengage	\$130.00	Approximate
Total			\$1,736.00	422 House
Third Term - Accounting Assistant				432 Hours
Tuition			\$1,169.00	Due at Registration
Student Activity Fee			\$10.00	Due at Registration
Technology Fee		_	\$67.00	Due at Registration
College Accounting with QuickBooks	9781305431089	Cengage	\$280.00	Approximate
Computer Accounting w/Quickbooks	9781259620720	McGraw	\$210.00	Approximate
Payroll Accounting	9781305665910	Cengage	\$250.00	Approximate
Graduation Set			\$45.00	Approximate
Total			\$2,031.00	400.11
Third Torm Administrative Assistant				
Third Term - Administrative Assistant			¢1.160.00	432 Hours
Tuition			\$1,169.00	Due at Registration
Tuition Student Activity Fee			\$10.00	Due at Registration Due at Registration
Tuition Student Activity Fee Technology Fee	0794205424090	Congogo	\$10.00 \$67.00	Due at Registration Due at Registration Due at Registration
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks	9781305431089	Cengage	\$10.00 \$67.00 \$280.00	Due at Registration Due at Registration Due at Registration Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing	9780538727839	Cengage	\$10.00 \$67.00 \$280.00 \$110.00	Due at Registration Due at Registration Due at Registration Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service	9780538727839 9780840064240	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection	9780538727839	Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set	9780538727839 9780840064240	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total	9780538727839 9780840064240 9780538451451	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist	9780538727839 9780840064240 9780538451451	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist	9780538727839 9780840064240 9780538451451	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Due at Registration
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee	9780538727839 9780840064240 9780538451451	Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,169.00 \$10.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Due at Registration Due at Registration
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee	9780538727839 9780840064240 9780538451451 tant	Cengage Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$140.00 \$45.00 \$1,921.00 \$1,169.00 \$10.00 \$67.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Due at Registration Due at Registration Due at Registration
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records	9780538727839 9780840064240 9780538451451 tant	Cengage Cengage Cengage	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$1,000 \$67.00 \$100.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Due at Registration Due at Registration Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255	Cengage Cengage Cengage Glencoe Elsevier	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$1,000 \$67.00 \$100.00 \$125.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255 9781451176063	Cengage Cengage Cengage Glencoe Elsevier Lippincott	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$1,000 \$67.00 \$100.00 \$125.00 \$70.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255	Cengage Cengage Cengage Glencoe Elsevier	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$1,000 \$67.00 \$100.00 \$125.00 \$70.00 \$145.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle Graduation Set	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255 9781451176063	Cengage Cengage Cengage Glencoe Elsevier Lippincott	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$10.00 \$67.00 \$100.00 \$125.00 \$70.00 \$45.00 \$45.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255 9781451176063	Cengage Cengage Cengage Glencoe Elsevier Lippincott	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$1,000 \$67.00 \$100.00 \$125.00 \$70.00 \$145.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle Graduation Set	9780538727839 9780840064240 9780538451451 tant 9780073402147 9780323316255 9781451176063 9780323473842	Cengage Cengage Cengage Glencoe Elsevier Lippincott	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$10.00 \$67.00 \$100.00 \$125.00 \$70.00 \$45.00 \$45.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle Graduation Set Total	9780538727839 9780840064240 9780538451451 tant  9780073402147 9780323316255 9781451176063 9780323473842	Cengage Cengage Cengage Glencoe Elsevier Lippincott	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$10.00 \$67.00 \$100.00 \$125.00 \$70.00 \$45.00 \$45.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Due at Registration Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle Graduation Set Total  Total Estimated Program Cost for General Office Assist	9780538727839 9780840064240 9780538451451 tant  9780073402147 9780323316255 9781451176063 9780323473842  tant Certificate n Specialist	Cengage Cengage Cengage Glencoe Elsevier Lippincott Elsevier	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$100.00 \$45.00 \$1,921.00 \$10.00 \$67.00 \$100.00 \$125.00 \$70.00 \$45.00 \$45.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Due at Registration Approximate
Tuition Student Activity Fee Technology Fee College Accounting with QuickBooks Basic Letter & Memo Writing The World of Customer Service The Sports Connection Graduation Set Total Third Term - Medical Administrative Assist Tuition Student Activity Fee Technology Fee Electronic Health Records Insurance Handbook for the Medical Office A Short Course in Medical Terminology Medical Office Procedures Bundle Graduation Set Total  Total Estimated Program Cost for General Office Assist Total Estimated Program Cost for Software Application	9780538727839 9780840064240 9780538451451  tant  9780073402147 9780323316255 9781451176063 9780323473842  tant Certificate n Specialist stant Diploma-Accou	Cengage Cengage Cengage Glencoe Elsevier Lippincott Elsevier	\$10.00 \$67.00 \$280.00 \$110.00 \$140.00 \$140.00 \$45.00 \$1,921.00 \$1,169.00 \$100.00 \$100.00 \$125.00 \$70.00 \$145.00 \$45.00 \$1,731.00	Due at Registration Due at Registration Due at Registration Approximate Approximate Approximate Approximate Approximate Approximate Approximate  432 Hours  Due at Registration Due at Registration Due at Registration Approximate

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