



Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1281 x 3 trimesters)		\$3843
First Trimester Book/Vouchers Expenses		\$ 1849
Second Trimester Book/Voucher Expenses		\$ 659
Estimated Book Expense Accounting Assistant		\$ 607
Estimated Book Expense Customer Service		\$ 90
Estimated Book Expense Medical Coding and Insurance		\$ 591
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1281
Books and Supplies	ISBN	Estimated Cost
Learning Strategies	1133270980	\$75
Office Pro Labsim		\$179
Keyboarding and Document Processing	0077799461	\$133
Business Math 11 th ed.	9780134788326	\$110
Office Procedures (Tech & Proc, Phone Skills, Quick Filing Kit)		\$196
TCAT Syllabus/Curriculum/Progress Workbook		\$10
Cengage Unlimited		\$180
Microsoft Certification Vouchers (7@ \$115)		\$966
Total Estimated First Trimester Book and Supply Expense		\$1849
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1281
Books and Supplies	ISBN	Estimated Cost
Business Communications	9781285858913	\$208
Your Career – How To Make It Happen	9781111572310	\$98
MS Publisher 2013	9781285167275	\$188
Microsoft Office 2016 Advanced	98130587040-6	\$165
Total Estimated Second Trimester Books and Supply Expense		\$659
Third Trimester Estimated Expense – Accounting Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1281
Books and Supplies	ISBN	Estimated Cost
College Accounting	013407730X	\$284
Payroll Accounting	1591369487	\$168
Computerized Accounting Quickbooks	1591367794	\$155
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		\$ 607

Third Trimester Estimated Expense – Customer Service		
Tuition, Technology Access Fee and Student Activity Fee		\$1281
Books and Supplies	ISBN	Estimated Cost
Perfect Phrases	9780071745062	\$21
Customer Relations	9780077473587	\$69
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		\$90
Third Trimester Estimated Expense – Medical Coding and Insurance		
Tuition, Technology Access Fee and Student Activity Fee		\$1281
Books and Supplies	ISBN	Estimated Cost
Medical Terminology Systems	9780803635753	\$71
ElSevier Bundle Includes:	9780323590945	\$400
Insurance Hdbk for Med Office 14e		
Kinns Admin Med Assistant 13e		
SG for Kinns Admin Med Assist 13		
Step-by-Step Medical Coding 2017		
Wbk for Ins Hdbk for Med Office 14		
Wbk Step-by-Step Med Coding 2017		
Electronic Health Records	9780073402147	\$120
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		\$591



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