



Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1185 x 3 trimesters)	\$3555	
Estimated Book Expense Accounting Assistant	\$ 1897	
Estimated Book Expense Customer Service	\$ 1616	
Estimated Book Expense Medical Administrative Assistant	\$ 1831	
Estimated Book Expense Medical Coding and Insurance	\$ 2089	
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee	\$1185	
Books and Supplies	ISBN	Estimated Cost
Learning Strategies	1133270980	\$75
Reaching Your Potential	9781435493733	\$110
Office Pro Labsim		\$131
Keyboarding and Document Processing	0077799461	\$121
Business Math and Personal Finance	0558811388	\$110
Office Procedures (Tech & Proc, Phone Skills, Quick Filing Kit)		\$196
TCAT Syllabus/Curriculum/Progress Workbook		\$10
Total Estimated First Trimester Book and Supply Expense	\$	
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee	\$1185	
Books and Supplies	ISBN	Estimated Cost
Business Communications	9781285858913	\$208
Your Career – How To Make It Happen	9781111572310	\$98
MS Publisher 2010	9780538475983	\$154
Microsoft Office 2010 Advanced	9781133023999	\$165
Total Estimated Second Trimester Books and Supply Expense	\$492.00	
Third Trimester Estimated Expense – Accounting Assistant		
Tuition, Technology Access Fee and Student Activity Fee	\$1185	
Books and Supplies	ISBN	Estimated Cost
College Accounting 1-12 w/ My Accounting Lab	0133034380	\$135
Payroll	1111739994	\$129
Computerized Accounting Quickbooks	1259289141	\$173
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant	\$403.00	

Third Trimester Estimated Expense – Customer Service		
Tuition, Technology Access Fee and Student Activity Fee		\$1185
Books and Supplies	ISBN	Estimated Cost
Advanced Telephone		
Perfect Phrases	9780071745062	\$21
Customer Relations	9780077473587	\$69
Public Communications		
Collections Management – Guide to Getting Paid	9781118011614	\$32
Customer Service Tech		
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		
Third Trimester Estimated Expense – Medical Administrative Assistant (Transcription)		
Tuition, Technology Access Fee and Student Activity Fee		\$1185
Books and Supplies	ISBN	Estimated Cost
Medical Terminology Systems	9780803635753	\$71
Medical Office Procedures	9780073401980	\$129
Medical Transcription w/ SNAP	9780763842369	\$137
Medical Ethics		
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		
Third Trimester Estimated Expense – Medical Coding and Insurance		
Tuition, Technology Access Fee and Student Activity Fee		\$1185
Books and Supplies	ISBN	Estimated Cost
Medical Terminology Systems	9780803635753	\$71
Medical Office Procedures	9780073401980	\$129
Insurance Handbook for the Medical Office – Text and Access Code	9781437722970	\$125
Insurance Handbook for the Medical Office - Workbook	9781437722550	\$42
Medical Coding 2013 Step By Step – Text, Workbook and Access Code	9781455751976	\$149
Electronic Records for the Physician’s Office	9781437700282	\$79
Medical Ethics		
Total Estimated Third Trimester Books and Supplies Expense – Accounting Assistant		



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