



**Estimated Program Cost  
(subject to change)**

<b>ADMINISTRATIVE OFFICE TECHNOLOGY - (FINANCIAL SERVICES DIPLOMA EMPHASIS)</b>							
08/16/19							
				<b>ISBN NUMBERS</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
<b>Fees</b>							
Tuition					1229.00	1229.00	1229.00
Tech Fees					73.00	73.00	73.00
Activity Fee					10.00	10.00	10.00
Graduation Fee							52.00
<b>Books/Supplies</b>							
PROFESSIONAL OFFICE PROCEDURES			9780135156643		188.00	carries over to 2nd	
CENGAGE UNLIMITED ACCESS			ONLINE		230.00		
Admin. Office Bundle w/online access			9781337814652		270.00	carries over to 2nd	
FLASHDRIVE					9.00		
EARBUDS					5.00		
MICROSOFT WINDOWS 10 SIMPLIFIED			9781119057154		20.00		
10-KEY TOUCH KEY			131703633		82.00		
HOW 14	(optional)		9781305586963		181.00		
YOUR CAREER: HOW TO MAKE IT HAPPEN			9781133849858			125.00	
<b>DIPLOMA AREA ADMINISTRATIVE ASSISTANT</b>							
ESSENTIALS OF BUSINESS COMMUNICATION			9781305625082				213.00
TODAY'S TELLER: DEVELOPING BASIC SKILLS			01804-A1B				TBD
COLLEGE ACCOUNTING			9781305790315				152.00
				<b>TERM COST</b>	2297.00	1437.00	1729.00
				<b>PROGRAM COST</b>	5463.00		
<b>Tennessee sales tax applicable on all items except books and fees.</b>							