



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

ADMINISTRATIVE OFFICE TECHNOLOGY - (ADMINISTRATIVE ASSISTANT DIPLOMA EMPHASIS)							
08/07/19							
				ISBN NUMBERS	Term 1	Term 2	Term 3
Fees							
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
Books/Supplies							
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	
DIPLOMA AREA ADMINISTRATIVE ASSISTANT							
ESSENTIALS OF BUSINESS COMMUNICATION			9781305625082				213.00
THE WORLD OF CUSTOMER SERVICE			9780840064240				132.00
COLLEGE ACCOUNTING			9781305790315				152.00
				TERM COST	2297.00	1437.00	1861.00
				PROGRAM COST	5595.00		
Tennessee sales tax applicable on all items except books and fees.							