



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

ADMINISTRATIVE OFFICE TECHNOLOGY - General Administrative Concentration							
09/01/21							
					Term 1	Term 2	Term 3
Fees							
Tuition					\$1,253.00	\$1,253.00	\$1,253.00
Tech Fees					\$73.00	\$73.00	\$73.00
Activity Fee					\$10.00	\$10.00	\$10.00
Graduation Fee							\$52.00
Books/Supplies							
Microsoft Windows 10 Simplified			9781119057154		\$20.00		
Cengage Unlimited Access Online (ebooks bundle)					\$230.00		
	Bundle includes:						
	Professional Office Procedures (ebook)*		9780135156643				
	How 14 (optional) (ebook)*		9781305586963				
	Your Career How to make it Happen (ebook)*		9781133849858				
	Admin Office Bundle online Access (ebook)*		9780357366790				
Flash Drive					\$12.00		
Ear Buds					\$5.00		
DIPLOMA AREA ADMINISTRATIVE ASSISTANT							
	Bundle Includes:						
	The World of Customer Service		9780840064240				\$132.00
	Essentials of Business Com (ebook)*		9781305625082				
	College Acct A Career Approach (ebook)*		9781305863385				
	*No additional charge						
				TERM COST	\$1,603.00	\$1,336.00	\$1,520.00
				PROGRAM COST	\$4,459.00		
Tennessee sales tax applicable on all items except books and fees.							