

Administrative Office Technology

Accounting Assistant

Book, Tool and Supply List

Elizabethton Main Campus

12 Months - 1296 Hours



1st Trimester	ISBN	Cost
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Books and Instructional Materials		
Cengage Unlimited 12 Month (eBook bundle)		\$288.00
Professional Office Procedures (Cengage Unlimited eBook)		
How 14 (optional) (Cengage Unlimited eBook)		
Your Career: How to Make It Happen (Cengage Unlimited eBook)		
Admin Office Bundle online Access (Cengage Unlimited eBook)		
Supplies		
USB Flash Drive		\$12.00
Earbuds		\$5.00
1st Trimester Total		\$1,792.00

2nd Trimester	ISBN	Cost
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
2nd Trimester Total		\$1,487.00

3rd Trimester	ISBN	Cost
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Books and Instructional Materials		
Computer Accounting Quickbooks Connect Bundle:		\$250.00
Payroll Accounting 2020 ED (eBook)		
Accounting 26E (eBook)		
3rd Trimester Total		\$1,737.00

Total Program Cost	\$5,016.00
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Tennessee sales tax applicable on all items except books and fees.