



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

Administrative Office Technology General Administrative Assistant

12 months - 1,296 hours

Book, Tool, and Supply List

1st Trimester		8/28/2023
Tuition		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Books and Instructional Materials		
	ISBN	Cost
Cengage Unlimited Access Online (ebooks bundle)		\$238.00
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	
Supplies		
		Cost
Flash Drive		\$12.00
Ear Buds		\$14.50
Term Cost		\$1,637.50
2nd Trimester		
Tuition		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Term Cost		\$1,373.00
3rd Trimester		
Tuition		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
The World of Customer Service		\$132.00

Term Cost

\$1,505.00

TOTAL PROGRAM COST

\$4,515.50

Tennessee sales tax applicable on all items except books and fees.