



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
— ELIZABETHTON —

**Administrative Office Technology
Financial Assistant
12 months - 1,296 hours
Book, Tool, and Supply List**

1st Trimester		12/12/2023
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

Books and Instructional Materials	ISBN	Cost
Essential of Business w/mindtap (ebook)	97813055625082	\$0.00
College Accounting w/ Quick Books (ebook)	9781305863385	\$0.00
America Bankers Association: Today Teller		\$82.00
X=ebook / Cengage unlimited Access Code	899827160	
Term Cost		\$1,455.00
TOTAL PROGRAM COST		\$4,465.50

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