



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

1st Trimester		8/12/2025
Tuition		
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Books and Instructional Materials	ISBN	Cost
Cengage Unlimited Access Online (ebooks bundle)		\$288.00
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		\$5.00
<b>Term Cost</b>		<b>\$1,792.00</b>
2nd Trimester		
Tuition		
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>Term Cost</b>		<b>\$1,487.00</b>

3rd Trimester		
Tuition		
Tuition		\$1,404.00
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	
<b>Term Cost</b>		<b>\$1,569.00</b>
<b>TOTAL PROGRAM COST</b>		<b>\$4,848.00</b>

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