

# Administrative Office Technology

## Financial 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
<b>Books and Instructional Materials</b>		
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)		
<b>Supplies</b>		
USB Flash Drive		\$12.00
Earbuds		\$5.00
<b>1st Trimester Total</b>		<b>\$1,792.00</b>
2nd Trimester	ISBN	Cost
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>2nd Trimester Total</b>		<b>\$1,487.00</b>
3rd Trimester	ISBN	Cost
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>Books and Instructional Materials</b>		
Essentials of Business Communication (Cengage Unlimited eBook)		
College Accounting w/ QuickBooks (Cengage Unlimited eBook)		
Today's Teller: Developing Basic Skills		\$82.00
<b>3rd Trimester Total</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.