

**Administrative Office Technology**  
**General Administrative Assistant**  
 Book, Tool and Supply List  
 Elizabethton Main Campus  
 12 Months - 1296 Hours



<b>1st Trimester</b>	<b>ISBN</b>	<b>Cost</b>
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>

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

<b>3rd Trimester</b>	<b>ISBN</b>	<b>Cost</b>
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>Books and Instructional Materials</b>		
The World of Customer Service		\$132.00
<b>3rd Trimester Total</b>		<b>\$1,619.00</b>

**Total Program Cost** **\$4,898.00**

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