

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



1st Trimester	ISBN	Cost
Tuition		\$1,446.00
Technology Access Fee		\$85.00
Student Activity Fee		\$10.00
Books and Instructional Materials		
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)		
Supplies		
USB Flash Drive		\$12.00
Earbuds		\$5.00
1st Trimester Total		\$1,846.00
2nd Trimester	ISBN	Cost
Tuition		\$1,446.00
Technology Access Fee		\$85.00
Student Activity Fee		\$10.00
2nd Trimester Total		\$1,541.00
3rd Trimester	ISBN	Cost
Tuition		\$1,446.00
Technology Access Fee		\$85.00
Student Activity Fee		\$10.00
3rd Trimester Total		\$1,541.00
Total Program Cost		\$4,928.00

Tennessee sales tax applicable on all items except books and fees. All pricing is subject to change.