



Administrative Office Technology  
General Administrative Assistant

12 months - 1,296 hours

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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
The World of Customer Service	\$132.00
<b>Term Cost</b>	<b>\$1,619.00</b>
<b>TOTAL PROGRAM COST</b>	<b>\$4,898.00</b>

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