



Administrative Office Technology  
General Administrative Assistant

12 months - 1,296 hours

426 Hwy 91 N

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.