



TCAT
ELIZABETHTON

**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
Term Cost		\$1,792.00
2nd Trimester		
Tuition		
Tuition		\$1,404.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
Term Cost		\$1,487.00

3rd Trimester**Tuition**

Tuition

\$1,404.00

Technology Access Fee

\$73.00

Student Activity Fee

\$10.00

The World of Customer Service

\$132.00

Term Cost**\$1,619.00****TOTAL PROGRAM COST****\$4,898.00**

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