



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

## Administrative Office Technology Medical Administrative Assistant

12 months - 1,296 hours

Book, Tool, and Supply List

1st Trimester		8/28/2023
<b>Tuition</b>		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>Books and Instructional Materials</b>		
	ISBN	Cost
Cengage Unlimited Access Online (ebooks bundle)		\$238.00
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	
<b>Supplies</b>		
		Cost
Flash Drive		\$12.00
Ear Buds		\$14.50
<b>Term Cost</b>		<b>\$1,637.50</b>
<b>2nd Trimester</b>		
<b>Tuition</b>		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00
<b>Term Cost</b>		<b>\$1,373.00</b>
<b>3rd Trimester</b>		
<b>Tuition</b>		
Tuition		\$1,290.00
Technology Access Fee		\$73.00
Student Activity Fee		\$10.00

Books and Instructional Materials	ISBN	Cost
Medical Term w/access card (ebook)	9781337123099	
Understanding Health Insurance (ebook)	9780357378649	
Administrative Medical Assitant SIM card	9780323883495	\$164.00
Electronic Health Records (Access Code)		
Simulation Practice Options:		
Step by Step Study Medical Coding 2020 ed w/ wb		\$135.00
Certification in Medical Admin Ast Study Guide Practice Exam		\$85.00
Certification in Electronic Health Records, Study Guide		\$85.00
Practice Guide		
<b>Term Cost</b>		<b>\$1,842.00</b>
<b>TOTAL PROGRAM COST</b>		<b>\$4,852.50</b>

Exams for Certification are \$105 each. Financial Aid will NOT cover.  
Tennessee sales tax applicable on all items except books and fees.