



# Administrative Office Technology Medical Administrative Assistant

12 months - 1,296 hours

Main Campus

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                                       |               | <b>\$1,792.00</b> |
| 2nd Trimester                                   |               |                   |
| Tuition   |               |                   |
| Tuition   |               | \$1,404.00        |
| Technology Access Fee                           |               | \$73.00           |
| Student Activity Fee                            |               | \$10.00           |
|   |               |                   |
| Term Cost                                       |               | <b>\$1,487.00</b> |

| 3rd Trimester  |               |                   |
|--|---------------|-------------------|
| Tuition  |               |                   |
| Tuition  |               | \$1,404.00        |
| 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 Assistant 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>\$1,956.00</b> |
| <b>TOTAL PROGRAM COST</b>                                    |               | <b>\$5,235.00</b> |

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