

## Administrative Office Technology Spring 2021 Estimated Student Expense

### First Trimester Estimated Expense

Tuition, Technology Access Fee, and Student Activity Fee		\$1,312.00
Books	ISBN#	Estimated Cost
GDP College Keyboarding 365/2019	9780077956431	\$212.00
Cengage Unlimited 1 year Instant Access	9780357700013	\$179.99
Supplies*		Estimated Cost
1" Three Ring Binder		\$6.00
Tab Dividers		\$2.00
File Folder Labels		\$19.00
Letter Size Manila Folders		\$6.00
<b>Total Estimated First Trimester Cost</b>		<b>\$1,736.99</b>

### Second Trimester Estimated Expense

Tuition, Technology Access Fee, and Student Activity Fee		\$1,312.00
Books	ISBN#	Estimated Cost
Bundle: Enhanced MS Word 2016 & Enhanced MS Excel 2016	9781337946704	\$348.25
<b>Total Estimated Second Trimester Cost</b>		<b>\$1,660.25</b>

### Third Trimester Accounting Assistant Estimated Expense

Tuition, Technology Access Fee, and Student Activity Fee		\$1,312.00
Books	ISBN#	Estimated Cost
Century 21 Accounting, 11th Edition	9781337623124	\$130.50
Working Papers for Century 21 Accounting: General Journal, 11th Edition	9781337623254	\$60.00
Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th	9780840068224	\$45.25
Payroll Accounting 2020	9780357117170	\$281.50
QuickBooks 2018	9780763884567	\$279.25
<b>Total Estimated Third Trimester Cost</b>		<b>\$2,108.50</b>

### Third Trimester Administrative Assistant Estimated Expense

Tuition, Technology Access Fee, and Student Activity Fee		\$1,312.00
Books	ISBN#	Estimated Cost
Business Communication Essentials Plus MyBCommLab with Pearson eText -- Access Card Package, 8/E	9780135246283	\$231.25
Customer Service Skills for Success 6ed	9780073545462	\$105.75
QuickBooks 2018	9780763884567	\$279.25
Guide to Getting Paid: Weed out Bad Paying Customers	9781118011614	\$25.00
<b>Total Estimated Third Trimester Cost</b>		<b>\$1,953.25</b>

<b>Third Trimester Medical Administrative Assistant Estimated Expense</b>		
Tuition, Technology Access Fee, and Student Activity Fee		\$1,312.00
<b>Books</b>	<b>ISBN#</b>	<b>Estimated Cost</b>
Medical Terminology: A Short Course 8ed	9780323444927	\$57.00
Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 14ed	9780323758369	\$146.00
Fordney's Medical Insurance - Text and Workbook Package, 15th Edition	9780323708524	\$158.50
The Electronic Health Record for the Physician's Office for SimChart for the Medical Office and SimChart for the Medical Office Learning the Medical Office Workflow 2021 Edition, 3ed	9780323824033	\$180.00
The Simulated Administrative Medical Office	9780323353939	\$50.00
Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide	9781565335349	\$66.75
<b>Total Estimated Third Trimester Cost</b>		<b>\$1,970.25</b>

**Accounting Assistant Diploma - Total Estimated Program Cost                      \$5,505.74**

**Administrative Assistant Diploma - Total Estimated Program Cost                      \$5,350.49**

**Medical Administrative Assistant Diploma - Total Estimated Program Cost                      \$5,367.49**

**\*Please note, not all of the tools/supplies on the expense sheet are available for purchase through TCAT Dickson**