Administrative Office Technology

01/03/19 as of

Cost of Books, Supplies, Fees & Tools

For information about our graduation rates, placement rates and other important information, please visit our website at www.tcatdickson.edu/day-programs

ATTENTION: THIS PROGRAM REQUIRES BUSINESS ATTIRE

(High Schoolers get Business Skill Exercises and GDP College Keyboarding							
First Trimester							
					Est. Prices	Est. Prices	Non-Tax
Books		ISBN & Vendor			Dickson	Clarksville	Entities
GDP College Keyboarding 2016		9781259921148	McGraw	**	\$198.00	\$198.00	\$198.00
Business Skills Exercises		9781111572198	Cengage	**	\$49.00	\$49.00	\$49.00
The Office: Procedures and Technology, 6	6th Edition	9781111574352	Cengage	**	\$95.00	\$95.00	\$95.00
SAM Printed Access Card 2016		9781305885165	Cengage	**	\$132.00	\$132.00	\$132.00
Total First Trimester Books			\$474.00	\$474.00	\$474.00		
					Prices	Est. Prices	Non-Tax
Books: Option 2		ISBN & Vendor			Dickson	Clarksville	Entities
GDP College Keyboarding 2016		9781259921148	McGraw	**	\$198.00	\$198.00	\$198.00
Business Skills Exercises		9781111572198	Cengage	**	\$49.00	\$49.00	\$49.00
Cengage Unlimited 1 year Instant Access - which							
includes access to the following books:							
The Office: Procedures and Technology, 6	6th Edition						
SAM Printed Access Card 2016		9780357700044	Cengage	**	\$225.00	\$225.00	\$225.00
	•	Total First Tri	mester Bo	ooks	\$472.00	\$472.00	\$472.00
First Trimester Supplies							
Avery 1" Black Ring Binder	Taxable Item	138578	Staples	**	\$6.59	\$6.57	\$6.00
Avery Tab Dividers	Taxable Item	162099	Staples	**	\$2.20	\$2.19	\$2.00
Letter-Size Manila Folders	Taxable Item	116657	Staples	**	\$6.59	\$6.57	\$6.00
Avery-File Folder Labels	Taxable Item	779330	Staples	**	\$20.85	\$20.81	\$19.00
Total First Trimester Supplies \$30					\$36.22	\$36.14	\$33.00
First Trimester Tuition & Fees							
Tuition				**	\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee				**	\$10.00	\$10.00	\$10.00
	Total Fir	st Trimester T	uition &]	Fees	\$1,281.00	\$1,281.00	\$1,281.00
					-		
	Grand	Total First Tri	imester C	Costs	\$1,791.22	\$1,791.14	\$1,788.00

Administrative Office Technology

Cost of Books, Supplies, Fees & Tools

Second Trimester					
			Est. Prices	Est. Prices	Non-Tax
Books	ISBN & Vendor		Dickson	Clarksville	Entities
Bundle: Enhanced MS Word 2016 & Enhanced MS	.=		# 100.00	#100.00	#100.00
Excel 2016	9781337946704 Cengage		\$189.00	\$189.00	\$189.00
T	otal Second Trimester Bo	oks	\$189.00	\$189.00	\$189.00
Second Trimester Supplies					
One (1/2") Three Ring Binder Taxable Item	358167 Staples		\$4.39	\$4.38	\$4.00
Tota	al Second Trimester Supp	olies	\$4.39	\$4.38	\$4.00
Second Trimester Tuition & Fees		•	•	•	
Tuition			\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee			\$10.00	\$10.00	\$10.00
Total Seco	nd Trimester Tuition & I	Fees	\$1,281.00	\$1,281.00	\$1,281.00
Constant	Total Conord Twimporton C	0040	¢1 474 20	¢1 /7/ 20	¢1 474 00
Grand I	Cotal Second Trimester Co	OSIS	\$1,474.39	\$1,474.38	\$1,474.00
	otal Second Trimester C	OSIS	\$1,474.39 ₁	\$1,474.36	\$1,474.00
Third Trimester Accounting Assistant Diploma	otal Second Trimester C				
Third Trimester Accounting Assistant Diploma			Est. Prices	Est. Prices	Non-Tax
Third Trimester Accounting Assistant Diploma Books	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities
Third Trimester Accounting Assistant Diploma			Est. Prices	Est. Prices	Non-Tax Entities
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities \$117.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General	ISBN & Vendor 9781337623124 Cengage		Est. Prices Dickson \$117.00	Est. Prices Clarksville \$117.00	Non-Tax Entities \$117.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition	ISBN & Vendor 9781337623124 Cengage		Est. Prices Dickson \$117.00	Est. Prices Clarksville \$117.00	Non-Tax Entities \$117.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage		Est. Prices Dickson \$117.00	Est. Prices Clarksville \$117.00 \$55.00	Non-Tax Entities \$117.00 \$55.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage		Est. Prices Dickson \$117.00 \$55.00 \$39.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage		Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage 9780763865177 EMC		Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00 \$156.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00 \$156.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees Tuition	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees Tuition Student Activity Fee	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage 9780763865177 EMC Accounting Assistant Bo	ooks	Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$156.00 \$582.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$1582.00 \$1,271.00 \$10.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00 \$1,271.00 \$10.00
Third Trimester Accounting Assistant Diploma Books Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees Tuition Student Activity Fee	ISBN & Vendor 9781337623124 Cengage 9781337623254 Cengage 9780538447683 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	Est. Prices Dickson \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$156.00 \$582.00	Est. Prices Clarksville \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00	Non-Tax Entities \$117.00 \$55.00 \$39.00 \$215.00 \$156.00 \$582.00

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Administrative Office Technology

Cost of Books, Supplies, Fees & Tools

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Third Trimester Administrative Assistant Diplon	na					
,				Est. Prices	Est. Prices	Non-Tax
Books	ISBN & Vendor			Dickson	Clarksville	Entities
Business Communication Essentials Plus						
MyBCommLab with Pearson eText Access Card	9780134088259	Pearson		\$194.00	\$194.00	\$194.00
Customer Service Skills for Success 6ed	9780073545462	McGraw		\$96.00	\$96.00	\$96.00
Quickbooks 2015	9780763865177	Paradigm		\$156.00	\$156.00	\$156.00
The Ultimate Credit & Collections Handbook	1599180251	M. Dunn		\$39.00	\$39.00	\$39.00
Simulations Resource Book for The Office: Procedures						
and Technology, 6th Edition	9781111574666	Cengage		\$40.00	\$40.00	\$40.00
Total Third Trimester Adn	ninistrative As	sistant Bo	oks	\$525.00	\$525.00	\$525.00
Third Trimester Tuition & Fees						
Tuition				\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee				\$10.00	\$10.00	\$10.00
	d Trimester T	uition & 1	Fees		\$1,281.00	\$1,281.00
100011111			COS	Ψ1,201,00	Ψ1,201,00	Ψ1,201,00
Grand Total Third Trimester Ad	ministrative As	ssistant C	osts	\$1,806.00	\$1,806.00	\$1,806.00
Third Trimester Medical Administrative Assistar	nt Diploma					
				Est.	Est. Prices	Non-Tax
Books	ISBN & Vend	lor		Prices	Clarksville	Entities
Medical Terminology: A Short Course 8ed	9780323444927	Elsevier		\$52.00	\$52.00	\$52.00
Kinn's The Administrative Medical Assistant - Text and						
Study Guide Package, 13th Edition	9780323473842	Elsevier		\$130.00	\$130.00	\$130.00
Intro to Medical Insurance: Insurance Handbook for the						
Medical Office 14ed TB/WB Bundle	9780323316910	Elsevier		\$152.00	\$152.00	\$152.00
The Electronic Health Record for the Physician's Office						
for SimChart for the Medical Office and SimChart for						
1.1 3 6 11 1 0 001 T 1 3 5 11 1 0 001						
the Medical Office Learning the Medical Office						
Workflow 2018 Edition, 2nd Edition	9780323624893	Elsevier		\$178.00	\$178.00	\$178.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office	9780323624893 9780323353939	Elsevier Elsevier		\$178.00 \$48.00	\$178.00 \$48.00	
Workflow 2018 Edition, 2nd Edition						
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide	9780323353939 ATI Allied Healtl	Elsevier				\$48.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS)	9780323353939 ATI Allied Healtl	Elsevier	ooks	\$48.00	\$48.00	\$178.00 \$48.00 \$68.00 \$628.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm	9780323353939 ATI Allied Healtl	Elsevier	ooks	\$48.00 \$68.00	\$48.00 \$68.00	\$48.00 \$68.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm Third Trimester Tuition & Fees	9780323353939 ATI Allied Healtl	Elsevier	ooks	\$48.00 \$68.00 \$628.00	\$48.00 \$68.00 \$628.00	\$48.00 \$68.00 \$ 628.0 0
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm Third Trimester Tuition & Fees Tuition	9780323353939 ATI Allied Healtl	Elsevier	ooks	\$48.00 \$68.00 \$628.00 \$1,271.00	\$48.00 \$68.00 \$628.00 \$1,271.00	\$48.00 \$68.00 \$628.00 \$1,271.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm Third Trimester Tuition & Fees Tuition Student Activity Fee	9780323353939 ATI Allied Health ministrative As	Elsevier n sistant Bo		\$48.00 \$68.00 \$628.00 \$1,271.00 \$10.00	\$48.00 \$68.00 \$628.00 \$1,271.00 \$10.00	\$48.00 \$68.00 \$628.00 \$1,271.00 \$10.00
Workflow 2018 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm Third Trimester Tuition & Fees Tuition Student Activity Fee	9780323353939 ATI Allied Healtl	Elsevier n sistant Bo		\$48.00 \$68.00 \$628.00 \$1,271.00 \$10.00	\$48.00 \$68.00 \$628.00 \$1,271.00	\$48.00 \$68.00 \$628.00 \$1,271.00

Administrative Office Technology

Cost of Books, Supplies, Fees & Tools

	Est. Prices	Est. Prices	Non-Tax
	Dickson	Clarksville	Entities
** Total Books & Supplies Required for First Day	\$510.22	\$510.14	\$507.00
** Total Books, Fees, Supplies & Tuition Required for First Day	\$1,791.22	\$1,791.14	\$1,788.00
Accounting Assistant Diploma			
Tuition per Trimester	\$1,271.00	\$1,271.00	\$1,271.00
Total Tuition (3 Trimesters)	\$3,813.00	\$3,813.00	\$3,813.00
Total Books	\$1,245.00	\$1,245.00	\$1,245.00
Fees per Trimester \$10.00 x 3 Trimesters	\$30.00	\$30.00	\$30.00
Supplies	\$40.61	\$40.52	\$37.00
Total estimated cost of program	\$5,128.61	\$5,128.52	\$5,125.00
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Administrative Assistant Diploma			
Tuition per Trimester	\$1,271.00	\$1,271.00	\$1,271.00
Total Tuition (3 Trimesters)	\$3,813.00	\$3,813.00	\$3,813.00
Total Books	\$1,188.00	\$1,188.00	\$1,188.00
Fees per Trimester \$10.00 x 3 Trimesters	\$30.00	\$30.00	\$30.00
Supplies	\$40.61	\$40.52	\$37.00
Total estimated cost of program	\$5,071.61	\$5,071.52	\$5,068.00
Medical Administrative Assistant Diploma			
Tuition per Trimester	\$1,271.00	\$1,271.00	\$1,271.00
Total Tuition (3 Trimesters)	\$3,813.00	\$3,813.00	\$3,813.00
Total Books	\$1,291.00	\$1,291.00	\$1,291.00
Fees Per Trimester \$10.00 x 3 Trimesters	\$30.00	\$30.00	\$30.00
Supplies	\$40.61	\$40.52	\$37.00
Total estimated cost of program	\$5,174.61	\$5,174.52	\$5,171.00

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