

# Tennessee College of Applied Technology - Dickson

## Administrative Office Technology

as of 01/03/19

## 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](http://www.tcatdickson.edu/day-programs)

### **ATTENTION: THIS PROGRAM REQUIRES BUSINESS ATTIRE**

( High Schoolers get Business Skill Exercises and GDP College Keyboarding

#### ***First Trimester***

Books	ISBN & Vendor			Est. Prices Dickson	Est. Prices Clarksville	Non-Tax 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, 6th Edition	9781111574352	Cengage	**	\$95.00	\$95.00	\$95.00
SAM Printed Access Card 2016	9781305885165	Cengage	**	\$132.00	\$132.00	\$132.00
<b>Total First Trimester Books</b>				<b>\$474.00</b>	<b>\$474.00</b>	<b>\$474.00</b>

Books: Option 2	ISBN & Vendor			Prices Dickson	Est. Prices Clarksville	Non-Tax 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, 6th Edition SAM Printed Access Card 2016	9780357700044	Cengage	**	\$225.00	\$225.00	\$225.00
<b>Total First Trimester Books</b>				<b>\$472.00</b>	<b>\$472.00</b>	<b>\$472.00</b>

#### ***First Trimester Supplies***

Avery 1" Black Ring Binder	<i>Taxable Item</i>	138578	Staples	**	\$6.59	\$6.57	\$6.00
Avery Tab Dividers	<i>Taxable Item</i>	162099	Staples	**	\$2.20	\$2.19	\$2.00
Letter-Size Manila Folders	<i>Taxable Item</i>	116657	Staples	**	\$6.59	\$6.57	\$6.00
Avery-File Folder Labels	<i>Taxable Item</i>	779330	Staples	**	\$20.85	\$20.81	\$19.00
<b>Total First Trimester Supplies</b>					<b>\$36.22</b>	<b>\$36.14</b>	<b>\$33.00</b>

#### ***First Trimester Tuition & Fees***

Tuition		**	\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee		**	\$10.00	\$10.00	\$10.00
<b>Total First Trimester Tuition &amp; Fees</b>			<b>\$1,281.00</b>	<b>\$1,281.00</b>	<b>\$1,281.00</b>

<b>Grand Total First Trimester Costs</b>			<b>\$1,791.22</b>	<b>\$1,791.14</b>	<b>\$1,788.00</b>
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#### Second Trimester

Books	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities
Bundle: Enhanced MS Word 2016 & Enhanced MS Excel 2016	9781337946704 Cengage		\$189.00	\$189.00	\$189.00
<b>Total Second Trimester Books</b>			<b>\$189.00</b>	<b>\$189.00</b>	<b>\$189.00</b>

#### Second Trimester Supplies

One (1/2") Three Ring Binder	<i>Taxable Item</i>	358167 Staples	\$4.39	\$4.38	\$4.00
<b>Total Second Trimester Supplies</b>			<b>\$4.39</b>	<b>\$4.38</b>	<b>\$4.00</b>

#### Second Trimester Tuition & Fees

Tuition			\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee			\$10.00	\$10.00	\$10.00
<b>Total Second Trimester Tuition &amp; Fees</b>			<b>\$1,281.00</b>	<b>\$1,281.00</b>	<b>\$1,281.00</b>

<b>Grand Total Second Trimester Costs</b>			<b>\$1,474.39</b>	<b>\$1,474.38</b>	<b>\$1,474.00</b>
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#### Third Trimester Accounting Assistant Diploma

Books	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities
Century 21 Accounting, 11th Edition	9781337623124 Cengage		\$117.00	\$117.00	\$117.00
Working Papers for Century 21 Accounting: General Journal, 11th Edition	9781337623254 Cengage		\$55.00	\$55.00	\$55.00
Rico Sanchez Manual Simulation for Century 21 Accounting: General Journal, 9th Ed	9780538447683 Cengage		\$39.00	\$39.00	\$39.00
Payroll Accounting 2016, 26th Edition	9781305665910 Cengage		\$215.00	\$215.00	\$215.00
Quickbooks 2015	9780763865177 EMC		\$156.00	\$156.00	\$156.00
<b>Total Third Trimester Accounting Assistant Books</b>			<b>\$582.00</b>	<b>\$582.00</b>	<b>\$582.00</b>

#### Third Trimester Tuition & Fees

Tuition			\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee			\$10.00	\$10.00	\$10.00
<b>Total Third Trimester Tuition &amp; Fees</b>			<b>\$1,281.00</b>	<b>\$1,281.00</b>	<b>\$1,281.00</b>

<b>Grand Total Third Trimester Accounting Assistant Costs</b>			<b>\$1,863.00</b>	<b>\$1,863.00</b>	<b>\$1,863.00</b>
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### Cost of Books, Supplies, Fees & Tools

#### **Third Trimester Administrative Assistant Diploma**

Books	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax 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
<b>Total Third Trimester Administrative Assistant Books</b>			<b>\$525.00</b>	<b>\$525.00</b>	<b>\$525.00</b>

#### **Third Trimester Tuition & Fees**

Tuition			\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee			\$10.00	\$10.00	\$10.00
<b>Total Third Trimester Tuition &amp; Fees</b>			<b>\$1,281.00</b>	<b>\$1,281.00</b>	<b>\$1,281.00</b>

<b>Grand Total Third Trimester Administrative Assistant Costs</b>	<b>\$1,806.00</b>	<b>\$1,806.00</b>	<b>\$1,806.00</b>
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#### **Third Trimester Medical Administrative Assistant Diploma**

Books	ISBN & Vendor		Est. Prices	Est. Prices Clarksville	Non-Tax 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 the Medical Office Learning the Medical Office Workflow 2018 Edition, 2nd Edition	9780323624893 Elsevier		\$178.00	\$178.00	\$178.00
The Simulated Administrative Medical Office	9780323353939 Elsevier		\$48.00	\$48.00	\$48.00
Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide	ATI Allied Health		\$68.00	\$68.00	\$68.00
<b>Total Third Trimester Medical Administrative Assistant Books</b>			<b>\$628.00</b>	<b>\$628.00</b>	<b>\$628.00</b>

#### **Third Trimester Tuition & Fees**

Tuition			\$1,271.00	\$1,271.00	\$1,271.00
Student Activity Fee			\$10.00	\$10.00	\$10.00
<b>Total Third Trimester Tuition &amp; Fees</b>			<b>\$1,281.00</b>	<b>\$1,281.00</b>	<b>\$1,281.00</b>

<b>Grand Total Third Trimester Medical Administrative Assistant Costs</b>	<b>\$1,909.00</b>	<b>\$1,909.00</b>	<b>\$1,909.00</b>
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#### Cost of Books, Supplies, Fees & Tools

	Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities
<b>** Total Books &amp; Supplies Required for First Day</b>	<b>\$510.22</b>	<b>\$510.14</b>	<b>\$507.00</b>
<b>** Total Books, Fees, Supplies &amp; Tuition Required for First Day</b>	<b>\$1,791.22</b>	<b>\$1,791.14</b>	<b>\$1,788.00</b>

#### 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

#### 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