Administrative Office Technology

as of 05/01/19

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

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 & Vend	lor		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, 7th Edition		9781337281362	Cengage	**	\$95.00	\$95.00	\$95.00
SAM Printed Access Card 2016		9781305885165	Cengage	**	\$132.00	\$132.00	\$132.00
Total First Trimester Books			ooks	\$474.00	\$474.00	\$474.00	
					Prices	Est. Prices	Non-Tax
Books: Option 2		ISBN & Vend	lor		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, 6th	h Edition						
SAM Printed Access Card 2016		9780357700044	Cengage	**	\$204.00	\$204.00	\$204.00
	•	Total First Tri	mester Bo	ooks	\$451.00	\$451.00	\$451.00
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					\$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 Firs	st Trimester T	uition $\overline{\&}$	Fees	\$1,281.00	\$1,281.00	\$1,281.00
	Grand	Total First Tr	imester C	Costs	\$1,791.22	\$1,791.14	\$1,788.00

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Second Trimester								
			Est. Prices	Est. Prices	Non-Tax			
Books	ISBN & Vendor		Dickson	Clarksville	Entities			
Bundle: Enhanced MS Word 2016 & Enhanced MS								
Excel 2016	9781337946704 Cengage		\$189.00	\$189.00	\$189.00			
Te	otal Second Trimester Boo	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			
	l Second Trimester Supp	lies	\$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 Secon	nd Trimester Tuition & F	rees	\$1,281.00	\$1,281.00	\$1,281.00			
Grand T	otal Second Trimester Co	osts	\$1,474.39	\$1,474.38	\$1,474.00			
Third Trimester Association Assistant Diploma								
Third Trimester Accounting Assistant Diploma								
			Fot Dwigge	Est Driess	Non Tow			
Rooks	ISBN & Vendor		Est. Prices Dickson	Est. Prices Clarksville	Non-Tax Entities			
Books Century 21 Accounting 11th Edition	ISBN & Vendor		Dickson	Clarksville	Entities			
Century 21 Accounting, 11th Edition	ISBN & Vendor 9781337623124 Cengage				Entities			
			Dickson	Clarksville	Entities \$117.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General	9781337623124 Cengage		Dickson \$117.00	Clarksville \$117.00	Entities \$117.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition	9781337623124 Cengage		Dickson \$117.00	Clarksville \$117.00	\$117.00 \$55.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21	9781337623124 Cengage 9781337623254 Cengage		\$117.00 \$55.00	\$117.00 \$55.00	\$117.00 \$55.00 \$41.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage		\$117.00 \$55.00 \$41.00	\$117.00 \$55.00 \$41.00	\$117.00 \$55.00 \$41.00 \$215.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th Payroll Accounting 2016, 26th Edition Quickbooks 2015	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage 9781305665910 Cengage		\$117.00 \$55.00 \$41.00 \$215.00 \$156.00	\$117.00 \$55.00 \$41.00 \$215.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage 9781305665910 Cengage 9780763865177 EMC		\$117.00 \$55.00 \$41.00 \$215.00 \$156.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees Tuition	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00			
Century 21 Accounting, 11th Edition Working Papers for Century 21 Accounting: General Journal, 11th Edition Red Carpet Events Manual Simulation for Century 21 Accounting: General Journal, 10th Payroll Accounting 2016, 26th Edition Quickbooks 2015 Total Third Trimester Third Trimester Tuition & Fees Tuition Student Activity Fee	9781337623124 Cengage 9781337623254 Cengage 9780840068224 Cengage 9781305665910 Cengage 9780763865177 EMC	ooks	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00 \$1,271.00 \$10.00	\$117.00 \$55.00 \$41.00 \$215.00 \$156.00 \$584.00				

05/01/19

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Administrative Office Technology

Cost of Books, Supplies, Fees & Tools

as of 05/01/19

	Trimester Administrative Assistant Diploma			Est. Prices	Est. Prices	Non-Tax
Books	ISBN & Vend	lor		Dickson	Clarksville	Entities
Business Communication Essentials Plus						
MyBCommLab with Pearson eText Access Card	9780135246283	Pearson		\$194.00	\$194.00	\$194.0
Customer Service Skills for Success 6ed	9780073545462	McGraw		\$96.00	\$96.00	\$96.0
Quickbooks 2015	9780763865177	Paradigm		\$156.00	\$156.00	\$156.0
The Ultimate Credit & Collections Handbook	1599180251	M. Dunn		\$39.00	\$39.00	\$39.0
Simulations Resource Book for The Office: Procedures						
and Technology, 6th Edition	9781111574666			\$40.00	\$40.00	\$40.0
Total Third Trimester Adn	ninistrative Ass	sistant Bo	ooks	\$525.00	\$525.00	\$525.0
Third Trimester Tuition & Fees						
Tuition				\$1,271.00	\$1,271.00	\$1,271.0
Student Activity Fee				\$10.00	\$10.00	\$10.0
	d Trimester Tı	uition & 1	Fees		\$1,281.00	\$1,281.0
				+ - , 	+-,	+=,=====
Grand Total Third Trimester Adı	ministrative As	ssistant C	Costs	\$1,806.00	\$1,806.00	\$1,806.0
Third Trimester Medical Administrative Assistan	t Diploma					
	-			Est.	Est. Prices	Non-Tax
Books	ISBN & Vend		ı	Prices	Clarksville	Entities
Books Medical Terminology: A Short Course 8ed	-	lor Elsevier				Entities
Books Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and	ISBN & Vend 9780323444927	Elsevier		Prices \$52.00	Clarksville \$52.00	\$52.0
Books Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition	ISBN & Vend	Elsevier		Prices	Clarksville	\$52.0
Books Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook	ISBN & Vend 9780323444927 9780323473842	Elsevier Elsevier		\$52.00 \$130.00	\$52.00 \$130.00	\$52.0 \$130.0
Books Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition	ISBN & Vend 9780323444927	Elsevier Elsevier		Prices \$52.00	Clarksville \$52.00	
Books Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition The Electronic Health Record for the Physician's Office	ISBN & Vend 9780323444927 9780323473842	Elsevier Elsevier		\$52.00 \$130.00	\$52.00 \$130.00	\$52.0 \$130.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition The Electronic Health Record for the Physician's Office for SimChart for the Medical Office and SimChart for	ISBN & Vend 9780323444927 9780323473842	Elsevier Elsevier		\$52.00 \$130.00	\$52.00 \$130.00	\$52.0 \$130.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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	ISBN & Vend 9780323444927 9780323473842 9780323708524	Elsevier Elsevier		\$52.00 \$130.00 \$152.00	\$52.00 \$130.00 \$152.00	\$52.0 \$130.0 \$152.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition	ISBN & Vend 9780323444927 9780323473842 9780323708524 9780323696463	Elsevier Elsevier Elsevier		\$52.00 \$130.00 \$152.00 \$178.00	\$52.00 \$130.00 \$152.00 \$178.00	\$130.0 \$130.0 \$152.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition The Simulated Administrative Medical Office	ISBN & Vend 9780323444927 9780323473842 9780323708524	Elsevier Elsevier		\$52.00 \$130.00 \$152.00	\$52.00 \$130.00 \$152.00	\$130.0 \$130.0 \$152.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS)	ISBN & Vend 9780323444927 9780323473842 9780323708524 9780323696463 9780323353939	Elsevier Elsevier Elsevier Elsevier		\$52.00 \$130.00 \$152.00 \$178.00 \$48.00	\$130.00 \$130.00 \$152.00 \$178.00 \$48.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide	9780323444927 9780323473842 9780323708524 9780323696463 9780323353939 ATI Allied Health	Elsevier Elsevier Elsevier Elsevier		\$52.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00	\$52.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0 \$68.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS)	9780323444927 9780323473842 9780323708524 9780323696463 9780323353939 ATI Allied Health	Elsevier Elsevier Elsevier Elsevier	ooks	\$52.00 \$130.00 \$152.00 \$178.00 \$48.00	\$130.00 \$130.00 \$152.00 \$178.00 \$48.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0
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Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 Edition, 2nd Edition The Simulated Administrative Medical Office Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide Total Third Trimester Medical Adm	9780323444927 9780323473842 9780323708524 9780323696463 9780323353939 ATI Allied Health	Elsevier Elsevier Elsevier Elsevier	poks	\$52.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00	\$52.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0 \$68.0 \$628.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 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	9780323444927 9780323473842 9780323708524 9780323696463 9780323353939 ATI Allied Health	Elsevier Elsevier Elsevier Elsevier	ooks	\$52.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00 \$628.00	\$130.00 \$130.00 \$152.00 \$158.00 \$48.00 \$68.00 \$628.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0 \$68.0 \$628.0
Medical Terminology: A Short Course 8ed Kinn's The Administrative Medical Assistant - Text and Study Guide Package, 13th Edition Fordney's Medical Insurance - Text and Workbook Package, 15th Edition 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 2019 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	9780323444927 9780323473842 9780323708524 9780323696463 9780323353939 ATI Allied Health	Elsevier Elsevier Elsevier Elsevier elsevier sistant Bo		\$52.00 \$130.00 \$130.00 \$152.00 \$178.00 \$48.00 \$68.00 \$628.00 \$1,271.00 \$10.00	\$130.00 \$130.00 \$152.00 \$152.00 \$178.00 \$48.00 \$628.00 \$1,271.00	\$130.0 \$130.0 \$152.0 \$178.0 \$48.0 \$628.0 \$1,271.0

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	\$1,247.00	\$1,247.00	\$1,247.00
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	\$5,130.61	\$5,130.52	\$5,127.00
			<u> </u>
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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