



1 <sup>st</sup> Trimester	General Office Certificate		Pre-requisite: NONE		432 Total Class Hours
Tuition			Cost		Total
Tuition*			\$1404.00		
Technology Access Fee*			\$73.00		
Student Activity Fee*			\$10.00		
Total					\$1487.00
Course Outline Sequences	Hours	Textbooks/Materials		Estimated Cost	Estimated Total
Worker Characteristics	6				
Orientation & Safety	6				
Keyboarding & Document Processing	120	Keyboarding & Document Formatting Essentials ISBN-9798385196111		\$179.00	
Success Strategies	60	Practicing College Learning Strategies 7 <sup>th</sup> Edition ISBN-9781305109599		\$67.00	
Computer & Calculator Essentials	60	Computer Concepts 2018 ISBN-9781305951495		\$61.00	
		Business Math Brief a la Carte 10 <sup>th</sup> Edition ISBN-9780321931450		\$168.00	
Office Procedures I	120	Office Procedures 8 <sup>th</sup> Edition ISBN-9780135063897		\$212.00	
Email Essentials	30	Microsoft Outlook 365 2019 Edition ISBN-9780763895136		\$99.00	
Office Technology Foundations	30	Flash Drive		\$6.00	
Total	432				\$792.00
1 <sup>st</sup> Trimester Estimated Book Cost + Tuition and Fees					\$2279.00



**TENNESSEE**  
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**Administrative Office Technology**  
**Estimate Cost Sheet**

<b>2<sup>nd</sup> Trimester</b>	<b>Administrative Support Specialist Certificate</b>	<b>Pre-requisite: General Office Assistant Certificate</b>	<b>432 Total Class Hours</b>
<b>Tuition</b>	<b>Cost</b>		<b>Total</b>
Tuition*	\$1404.00		
Technology Access Fee*	\$73.00		
Student Activity Fee*	\$10.00		
<b>Total</b>			<b>\$1487.00</b>

<b>Course Outline Sequences</b>	<b>Hours</b>	<b>Textbooks/Materials</b>	<b>Estimated Cost</b>	<b>Estimated Total</b>
Worker Characteristics	6			
Spreadsheet Applications	114	Microsoft Office 2019 Benchmark Series & Word Level 2 Bundle with Cirrus ISBN-9798765751930	\$220.00	
Word Processing Applications	114	Same as above		
Business Presentations	60	Same as above		
Office Procedures II	60	Records Management ISBN-9781305119161	\$132.00	
Employability Skills	78	The Job-Hunting Handbook ISBN-9780940712652	\$12.00	
<b>Total</b>	<b>432</b>			<b>\$364.00</b>
<b>2<sup>nd</sup> Trimester Estimated Book Cost + Tuition and Fees</b>				<b>\$1851.00</b>

3 <sup>rd</sup> Trimester		Administrative Assistant Diploma	Pre-requisite: Administrative Support Specialist Certificate	432 Total Class Hours	
Tuition			Cost		Total
Tuition*			\$1404.00		
Technology Access Fee*			\$73.00		
Student Activity Fee*			\$10.00		
Total					\$1487.00
Course Outline Sequences	Hours	Textbooks/Materials		Estimated Cost	Estimated Total
Worker Characteristics	6				
Business Communications	108	Essentials of Business Communications 11e ISBN-9781337386494		\$107.00	
Customer Service	70	Customer Service ISBN-9780133056259		\$99.00	
Financial Functions	100	College Accounting 17th Edition ISBN-9781265659530		\$237.00	
Administrative Office Practicum	148				
Total	432				\$443.00
3 <sup>rd</sup> Trimester Estimated Book Cost + Tuition and Fees					\$1930.00



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<b>3<sup>rd</sup> Trimester</b>		<b>Accounting Assistant Diploma</b>		<b>Pre-requisite: Administrative Support Specialist Certificate</b>	<b>432 Total Class Hours</b>
<b>Tuition</b>			<b>Cost</b>		<b>Total</b>
Tuition*			\$1404.00		
Technology Access Fee*			\$73.00		
Student Activity Fee*			\$10.00		
<b>Total</b>					<b>\$1487.00</b>
<b>Course Outline Sequences</b>	<b>Hours</b>	<b>Textbooks/Materials</b>		<b>Estimated Cost</b>	<b>Estimated Total</b>
Worker Characteristics	6				
Accounting	214	College Accounting 17th Edition ISBN-9781265659530		\$237.00	
Payroll Accounting	106	Payroll Accounting 9th Edition ISBN-9781640613607		\$192.00	
Automated Accounting	106	QuickBooks Online 2025-2026 ISBN-9781640616028		\$222.00	
<b>Total</b>	<b>432</b>				<b>\$651.00</b>
<b>3<sup>rd</sup> Trimester Estimated Book Cost + Tuition and Fees</b>					<b>\$2138.00</b>



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**Administrative Office Technology**  
**Estimate Cost Sheet**

<b>3<sup>rd</sup> Trimester</b>	<b>Medical Administrative Assistant Diploma</b>		<b>Pre-requisite: Administrative Support Specialist Certificate</b>	<b>432 Total Class Hours</b>
<b>Tuition</b>			<b>Cost</b>	<b>Total</b>
Tuition*			\$1404.00	
Technology Access Fee*			\$73.00	
Student Activity Fee*			\$10.00	
<b>Total</b>				<b>\$1487.00</b>
<b>Course Outline Sequences</b>	<b>Hours</b>	<b>Textbooks/Materials</b>	<b>Estimated Cost</b>	<b>Estimated Total</b>
Worker Characteristics	6			
Medical Terminology	70	Medical Terminology 9 <sup>th</sup> Edition ISBN-9780357513699	\$118.00	
Medical Ethics & Office Mgmt.	88	Kinns Ad. Medical Assist. 15th Edition ISBN-9780323874236	\$100.00	
Intro to Medical Ins.	150	Medical Insurance ISBN-9780323594400	\$136.00	
		Medical Insurance Workbook ISBN-9780323594417	\$40.00	
Medical Coding/ Practicum	40	Intro to Medical Coding ISBN-9780323790383	\$105.00	
		Step by Step Medical Coding Workbook ISBN-9780323790390	\$45.00	
Electronic Health Records	78	The Electronic Health Record - Physician's Office SimChart Bundle ISBN-9780323822572	\$117.00	
<b>TOTAL</b>	<b>432</b>			<b>\$661.00</b>
<b>3<sup>rd</sup> Trimester Estimated Book Cost + Tuition and Fees</b>				<b>\$2148.00</b>



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**Administrative Office Technology**  
**Estimate Cost Sheet**

3 <sup>rd</sup> Trimester	Financial Services Diploma		Pre-requisite: Administrative Support Specialist Certificate		432 Total Class Hours
Tuition			Cost		Total
Tuition*			\$1404.00		
Technology Access Fee*			\$73.00		
Student Activity Fee*			\$10.00		
Total					\$1487.00
Course Outline Sequences	Hours	Textbooks/Materials		Estimated Cost	Estimated Total
Worker Characteristics	6				
Business Communications	108	Essentials of Business Communications 11e ISBN-9781337386494		\$107.00	
Customer Service	70	Customer Service ISBN-9780133056259		\$99.00	
Financial Functions	100	College Accounting 17e ISBN-9781265659530		\$237.00	
Teller Basics	90	Teller Solutions Online TCR Interactive		\$215.00	
Understanding Bank Products	58	Teller Solutions Online TCR Interactive			
Earbuds				2.20	
Total	432				\$660.20
3 <sup>rd</sup> Trimester Estimated Book Cost + Tuition and Fees					\$2147.20