



TCAT Hohenwald Cost Sheet

Administrative Office Technology

2025 - 2026

Total Program = 1296 Hours

****All Tuition & Fees and all Books & Supplies charges are due on the first day of the term. ****

****All book and supply costs are estimates and subject to change without notice.****

First Term – 432 Hours	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Keyboarding & Document Formatting Essentials <i>ISBN: 9798385196111</i>	\$179.00	Books/Supplies/Tools
Practicing College Learning Strategies 7th Edition <i>ISBN: 9781305109599</i>	\$67.00	Books/Supplies/Tools
Computer Concepts 2018 <i>ISBN: 9781305951495</i>	\$61.00	Books/Supplies/Tools
Business Math Brief a la Carte 10th Edition <i>ISBN: 9780321931450</i>	\$168.00	Books/Supplies/Tools
Office Procedures 8th Edition <i>ISBN: 9780135063897</i>	\$212.00	Books/Supplies/Tools
Microsoft Outlook 365 2019 Edition <i>ISBN: 9780763895136</i>	\$99.00	Books/Supplies/Tools
USB Flash Drive	\$6.00	Books/Supplies/Tools
Total Books and Supplies	\$792.00	
Term Total	\$2,279.00	

Second Term – 432 Hours	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Microsoft Office 2019 Benchmark Series & Word Level 2 Bundle with Cirrus <i>ISBN: 9798765751930</i>	\$220.00	Books/Supplies/Tools
Records Management <i>ISBN: 9781305119161</i>	\$132.00	Books/Supplies/Tools
The Job-Hunting Handbook <i>ISBN: 9780940712652</i>	\$12.00	Books/Supplies/Tools
Total Books and Supplies	\$364.00	
Term Total	\$1,851.00	

For the Third Trimester, you will select one of the following diploma paths:

Third Term – 432 Hours**Administrative Assistant Diploma Option**

	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Essentials of Business Communications 11e <i>ISBN: 9781337386494</i>	\$107.00	Books/Supplies/Tools
Customer Service <i>ISBN: 9780133056259</i>	\$99.00	Books/Supplies/Tools
College Accounting 17th Edition <i>ISBN: 9781265659530</i>	\$237.00	Books/Supplies/Tools
Total Books and Supplies	\$443.00	
Total	\$1,930.00	

Third Term – 432 Hours**Accounting Assistant Diploma Option**

	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
College Accounting 17th Edition <i>ISBN: 9781265659530</i>	\$237.00	Books/Supplies/Tools
Payroll Accounting 9th Edition <i>ISBN: 9781640613607</i>	\$192.00	Books/Supplies/Tools
QuickBooks Online 2025-2026 <i>ISBN: 9781640616028</i>	\$222.00	Books/Supplies/Tools
Total Books and Supplies	\$651.00	
Total	\$2,138.00	

Third Term – 432 Hours**Medical Administrative Assistant Diploma Option**

	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Medical Terminology 9th Edition <i>ISBN: 9780357513699</i>	\$118.00	Books/Supplies/Tools
Kinns Ad. Medical Assist. 15th Edition <i>ISBN: 9780323874236</i>	\$100.00	Books/Supplies/Tools
Medical Insurance <i>ISBN: 9780323594400</i>	\$136.00	Books/Supplies/Tools
Medical Insurance Workbook <i>ISBN: 9780323594417</i>	\$40.00	Books/Supplies/Tools
Intro to Medical Coding <i>ISBN: 9780323790383</i>	\$105.00	Books/Supplies/Tools

Step by Step Medical Coding Workbook ISBN: 9780323790390	\$45.00	Books/Supplies/Tools
The Electronic Health Record - Physician's Office SimChart Bundle ISBN: 9780323822572	\$117.00	Books/Supplies/Tools
Total Books and Supplies	\$661.00	
Total	\$2,148.00	

Third Term – 432 Hours		
Financial Services Diploma Option		
	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Essentials of Business Communications 11e ISBN: 9781337386494	\$107.00	Books/Supplies/Tools
Customer Service ISBN: 9780133056259	\$99.00	Books/Supplies/Tools
College Accounting 17e ISBN: 9781265659530	\$237.00	Books/Supplies/Tools
Teller Solutions Online TCR Interactive	\$215.00	
Total Books and Supplies	\$443.00	
Total	\$1,930.00	

Disclaimer:

** Prior to making purchases through a third party, we recommend contacting the TCAT Hohenwald campus bookstore to verify current ISBN numbers.

**Prices do not include tax.

ALLOWANCE FOR POSSIBLE INCREASES:

The total cost of programs may vary depending on the time of completion and price increases.

***Students should plan for potential program cost variances (15%) due to changes in shipping costs, product costs, and edition changes.*

Updated: 03/19/2026