

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY		
ADMINISTRATIVE OFFICE TECHNOLOGY - 1296 Clock Hours		
Estimated cost of required textbooks and tuition		
FY 2021-2022		
TEXTBOOKS AND TUITION FOR 1ST TRIMESTER:	ISBN	Cost
Cengage Unlimited One Year Subscription*	9780357700044	\$ 200.00
Solving Business Problems Using a Calculator 6e	9780078300202	\$ 115.00
TypingClub [EdClub]		\$ 10.00
Procedures and Theory for Administrative Professionals 7e*	9781111575861	\$ 135.00
Essentials of Business Communications*	9781337386494	\$ 200.00
3 Certiport test vouchers [\$25 each]		\$ 75.00
**Flash Drive		\$ 15.00
Tuition and fees due first day of class		\$ 1,336.00
**ChromeBook or equivalent		\$ 400.00
Estimated total - 1st trimester:		\$ 2,486.00
TEXTBOOKS AND TUITION FOR 2nd TRIMESTER:		
Tuition and fees due first day of class		\$ 1,336.00
TEXTBOOKS AND TUITION FOR 3rd TRIMESTER:		
Tuition and fees due first day of class		\$ 1,336.00
DIPLOMA CONCENTRATION [3rd trimester]- ACCOUNTING:		
Payroll Accounting 2021, 31e edition*	9780357358085	\$ 145.00
Computer Accounting with QuickBooks Online, 2e	9781260888065	\$ 225.00
DIPLOMA CONCENTRATION [3rd trimester]- FINANCIAL SERVICES:		
Written Communications*	9781133187615	\$ 70.00
Verbal Communications*	9781133526520	\$ 70.00
The World of Customer Service, 3e	9780840064240	\$ 160.00
Modern Teller Basics - set of ten (10) workbooks	WB MTT5 1-10	\$ 115.00
DIPLOMA CONCENTRATION [3rd trimester]- CUSTOMER SERVICE/ADMINISTRATIVE ASSISTANT:		
The Administrative Professional 15e*	9781305581166	\$ 175.00
Written Communications*	9781133187615	\$ 70.00
Verbal Communications*	9781133526520	\$ 70.00
The World of Customer Service 3e*	9780840064240	\$ 165.00
DIPLOMA CONCENTRATION [3rd trimester]- MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL CODING AND INSURANCE		
Medical Terminology in a Flash 4e	9780803689534	\$ 95.00
Administrative Medical Assisting 8e	9781305859173	\$ 140.00
2020 Buck's Medical Coding On-line for Step-by-Step Medical Coding [with access codes]	9780323757805	\$ 110.00
Insurance Handbook for the Medical Office 15e	9780323594400	\$ 120.00
Insurance Handbook for the Medical Office - workbook	9780323594417	\$ 55.00
2021 ICD-10-CM Expert Resource Book American Medical Association	9781640160811	\$ 125.00
2021 CPT Professional Edition Resource Book American Medical Association	9781640160491	\$ 135.00
*Cengage Unlimited One Year Subscription covers these titles.		
Third trimester total will be determined from books dependant on diploma concentration PLUS tuition.		
Textbook prices are subject to change - Revised October 2021		
**Can not be purchased through campus bookstore		