

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY		
ADMINISTRATIVE OFFICE TECHNOLOGY - 1296 Clock Hours		
Estimated cost of required textbooks and tuition		
FY 2023-2024		
	ISBN	Cost
TEXTBOOKS AND TUITION FOR 1ST TRIMESTER:		
Cengage Unlimited One Year Subscription*	9780357700044	\$ 250.00
On Course: Strategies for Creating Success in College & Life 9E, Cengage*	9780357022689	\$ 155.00
TypingClub [EdClub]		\$ 10.00
Procedures and Theory for Administrative Professionals 7e*	9781111575861	\$ 180.00
Essentials of Business Communications 12e*	9780357714973	\$ 225.00
IC3 Certification Guide Using MS Windows 10 & MS Office 2016 2e*	9781337564175	\$ 250.00
3 Certipoint test vouchers [\$25 each]		\$ 75.00
**Flash Drive		\$ 15.00
Tuition and fees due first day of class		\$ 1,373.00
Estimated total - 1st trimester:		\$ 2,533.00
TEXTBOOKS AND TUITION FOR 2nd TRIMESTER:		
Tuition and fees due first day of class		\$ 1,373.00
TEXTBOOKS AND TUITION FOR 3rd TRIMESTER:		
Tuition and fees due first day of class		\$ 1,373.00
DIPLOMA CONCENTRATION [3rd trimester]- ACCOUNTING:		
Accounting Essentials, Labyrinth Learning	9781640615137	100.00
Payroll Accounting 2022, 31e edition*	9780357518755	\$ 230.00
Computer Accounting with QuickBooks Online, 4e [with access card], McGraw-Hill connect	9781265637545	\$ 200.00
DIPLOMA CONCENTRATION [3rd trimester]- FINANCIAL SERVICES:		
Written Communication - Soft Skills for a Digital Workplace 3e*	9781337119290	\$ 70.00
Verbal Communication - Soft Skills for a Digital Workplace 3e*	9781337119283	\$ 70.00
Customer Service, Skills for Success 8e*	9781265013776	\$ 250.00
Today's Teller: Developing Basic Skills 2018e (American Bankers Association)	9780899827162	\$ 115.00
DIPLOMA CONCENTRATION [3rd trimester]- ADMIN/MARKETING ASSISTANT:		
Written Communication - Soft Skills for a Digital Workplace 3e*	9781337119290	\$ 70.00
Verbal Communication - Soft Skills for a Digital Workplace 3e*	9781337119283	\$ 70.00
Customer Service, Skills for Success 8e*	9781265013776	\$ 250.00
Shelly Cashman Series MS Office 365 & Publisher 2019*	9780357360026	\$ 245.00
Social Media Marketing: A Strategic Approach 3e*	9780357516188	\$ 210.00
Social Media Marketing: All-in-One, 5e, John Wiley & sons	9781119696872	\$ 50.00
DIPLOMA CONCENTRATION [3rd trimester]- CUSTOMER SERVICE/ADMINISTRATIVE ASSISTANT:		
Written Communication - Soft Skills for a Digital Workplace 3e*	9781337119290	\$ 70.00
Verbal Communication - Soft Skills for a Digital Workplace 3e*	9781337119283	\$ 70.00
Customer Service, Skills for Success 8e*	9781265013776	\$ 250.00
DIPLOMA CONCENTRATION [3rd trimester]- MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL CODING AND INSURANCE		
Medical Terminology in a Flash 4e, F.A. Davis	9780803689534	\$ 95.00
Administrative Medical Assisting 8e*	9781305859173	\$ 155.00
2022 Buck's Medical Coding On-line for Step-by-Step Medical Coding [with access codes], elSevier	9780323790383	\$ 150.00
Insurance Handbook for the Medical Office 16e - text, elSevier	9780323594400	\$ 130.00
2023 ICD-10-CM The Complete Official Codebook	9781640162228	\$ 115.00
2022 CPT Professional Edition Resource Book American Medical Association	9781622028986	\$ 135.00
DIPLOMA CONCENTRATION [3rd trimester]- LEGAL ASSISTANT		
Fundamentals of Law Office Management Systems, Procedures, and Ethics*	9781133280842	\$ 100.00
Legal Terminology 6e [Gordon W. Brown and Kent D. Kaufman]	9780132738767	\$ 100.00
Law Office Technology: A Theory Based Approach 9e*	9780357619261	\$ 100.00
*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 July 2023		