



TCAT JACKSBORO

Administrative Office Technology

2026 - 2027

Cost Sheet

The Administrative Office Technology Program is designed to develop the skills necessary for success in today's computerized office by providing technical instruction and skill development needed for a variety of careers in: medical, business, marketing, legal, or accounting administrative assisting. This program provides essential training in: business office procedures, customer service skills, business communications, Microsoft computer skills, and employability skills.

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

First Term	ISBN		432 Hours
Maintenance Fee {432 Hours}		\$1,446.00	Due at Registration
Student Activity Fee		\$10.00	Due at Registration
Tech Access Fee		\$85.00	Due at Registration
Graduation Package		\$100.00	Due at Registration
Cengage Unlimited 1 Yr. Access	9780357700044	\$275.00	Approximate
On Course Strategies for Success	9780357022689	\$175.00	Approximate
Procedures & Theory for Admin. Professionals	9781111575861	\$225.00	Approximate
Microsoft 365 & Office	9780357882566	\$275.00	Approximate
Flash Drive, Pens, Paper, etc		\$30.00	Approximate
Total Tuition and Fees		\$2,621.00	
Second Term	ISBN		864 Hours
Maintenance Fee {432 Hours}		\$1,446.00	Due at Registration
Student Activity Fee		\$10.00	Due at Registration
Tech Access Fee		\$85.00	Due at Registration
Business Communications	9781337386494	\$275.00	Approximate
Microsoft Certifications	3 @ \$138 each	\$414.00	Approximate
Total		\$2,230.00	
Third Term	ISBN		1296 Hours
Maintenance Fee {432 Hours}		\$1,446.00	Due at Registration
Student Activity Fee		\$10.00	Due at Registration
Tech Access Fee		\$85.00	Due at Registration
Total		\$1,541.00	
Third Term - Accounting Assistant	ISBN		1296 Hours
ABC's of Accounting	9781591362548	\$150.00	Approximate
Payroll Accounting 2025	9780357988695	\$200.00	Approximate
2025 Online Quickbooks	9781265235574	\$250.00	Approximate
Total		\$600.00	
Third Term - Legal Assistant	ISBN		1296 Hours
Fundamentals of Law Office	9781133280842	\$275.00	Approximate
Introduction to Law	9781305948648	\$300.00	Approximate
Law Office Technology	9780357619261	\$275.00	Approximate
Total		\$850.00	
Third Term - Financial Services	ISBN		1296 Hours
Soft Skill Digital Workplace -Written	9781337119290	\$75.00	Approximate
Soft Skill Digital Workplace - Verbal	9781337119283	\$75.00	Approximate
Cust. Service, Skills for Success 8e	9781265017668	\$250.00	Approximate
Today's Teller Basic Skills	9780899827162	\$115.00	Approximate
ABC's of Accounting	9781591362548	\$150.00	Approximate
Total		\$665.00	
Third Term - Administrative Assistant	ISBN		1296 Hours
Skill Digital Workplace -Written	9781337119290	\$75.00	Approximate
Skill Digital Workplace -Verbal	9781337119283	\$75.00	Approximate
Cust. Service. Skills for Success 8e	9781265017668	\$250.00	Approximate
2025 Online Quickbooks	9781265235574	\$250.00	Approximate
ABC's of Accounting	9781591362548	\$150.00	Approximate
Total		\$800.00	
Third Term - Marketing Assistant	ISBN		1296 Hours
Soft Skill Digital Workplace -Written	9781337119290	\$75.00	Approximate
Soft Skill Digital Workplace - Verbal	9781337119283	\$75.00	Approximate
Cust. Service, Skills for Success 8e	9781265017668	\$250.00	Approximate
Social Media Marketing	9780357516188	\$225.00	Approximate
2025 Online Quickbooks	9781265235574	\$250.00	Approximate

Digital Marketing Foundations	9780357720738	\$250.00	Approximate
Total		\$1,125.00	
Third Term - Medical Admin Assistant/Medical Coding and Insurance			1296 Hours
Medical Terminology in aFlash	9780803689534	\$130.00	Approximate
Administrative Medical Assisting	9781305859173	\$175.00	Approximate
2024 Buck's Medical Coding	9780443248788	\$160.00	Approximate
Insurance Handbook Medical Office	9780443108785	\$150.00	Approximate
2025 ICD-10-CM Official Codebook	9781640163102	\$140.00	Approximate
2025 CPT Pro Resource Book	9781640163041	\$150.00	Approximate
Total		\$905.00	
Total Estimated Program Cost for (Accounting Assistant)		\$6,992.00	
Total Estimated Program Cost for (Legal Assistant)		\$7,242.00	
Total Estimated Program Cost for (Financial Services)		\$7,057.00	
Total Estimated Program Cost for (Administrative Assistant)		\$7,192.00	
Total Estimated Program Cost for (Marketing Assistant)		\$7,517.00	
Total Estimated Program Cost for (Medical Admin Assistant)		\$7,297.00	