TENNESSEE COLLEGE OF APPLIED TECHNOLOGY		
ADMINISTRATIVE OFFICE TECHNOLOGY - 1296 Clock Hours		
Estimated cost of required textbooks and tuition		
FY 2019-2020		
TEXTBOOKS AND TUITION FOR 1ST TRIMESTER:	**ISBN**	**Cost**
Solving Business Problems Using a Calculator 6e	9780078300202	$ 115.00
TypingClub [EdClub]		$ 10.00
Procedures and Theory for Administrative Professionals 7e	9781111575861	$ 145.00
Essentials of Business Communications	9781285858913	$ 210.00
TestOut - lab sim Desktop Pro Plus	9781935080640	$ 175.00
2 Certiport test vouchers [$25 each]		$ 50.00
Tuition and fees due first day of class		$ 1,312.00
Estimated total - 1st trimester:		**$ 2,017.00**
TEXTBOOKS AND TUITION FOR 2nd TRIMESTER:		
Tuition and fees due first day of class		$ 1,312.00
TEXTBOOKS AND TUITION FOR 3rd TRIMESTER:		
Tuition and fees due first day of class		$ 1,312.00
DIPLOMA CONCENTRATION [3rd trimester]- ACCOUNTING:		
Payroll Accounting 2016 edition	9781305665910	$ 230.00
Using QuickBooks Accountant for Accounting 2016	9781305084773	$ 150.00
DIPLOMA CONCENTRATION [3rd trimester]- FINANCIAL SERVICES:		
Written Communications	9781133187615	$ 70.00
Verbal Communications	9781133526520	$ 70.00
Customer Service Skills Success, 6e	9780073545462	$ 125.00
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	$ 180.00
Written Communications	9781133187615	$ 70.00
Verbal Communications	9781133526520	$ 70.00
Customer Service Skills Success, 6e	9780073545462	$ 125.00
DIPLOMA CONCENTRATION [3rd trimester]- MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL CODING AND INSURANCE		
Medical Terminology in a Flash 3e	9780803643680	$ 85.00
Medical Office Procedures 8e	9780077862039	$ 160.00
Law, Liability & Ethics for Medicine 5e	9781428359413	$ 180.00
Electronic Health Records	9780073309781	$ 110.00
Coding Notes Pocket Guide [optional]	9780803645608	$ 45.00
Pocket Anatomy & Physiology [optional]	9780803656581	$ 50.00
Step-by-Step Medical Coding	9780323430814	$ 100.00
Insurance Handbook for the Medical Office - text	9780323316354	$ 120.00
Insurance Handbook for the Medical Office - workbook	9780323316279	$ 60.00
Third trimester total will be determined from books dependant on diploma concentration PLUS tuition.		
Textbook prices are subject to change - Revised September 2019		