

## Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1312.00 x 3 trimesters) and ACT Workkeys Fees		\$3981.00
Estimated Book, Supply and Exam Expense Accounting Assistant		\$1617.98
Estimated Book, Supply and Exam Expense Administrative Assistant		\$1618.92
Estimated Book, Supply and Exam Expense Medical Administrative Assistant		\$1930.73
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>*ACT Workkeys Fees Required 1<sup>st</sup> Day</b>		\$45.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Filing Made Easy – A Filing Simulation – McGraw Hill	9780023138312	\$111.00
Custom Tech Foundations Workbook		\$10.00
Cengage Unlimited Online – 1 Year Subscription		\$215.00
Calculator (TI30XA)		\$21.00
USB Thumb Drive (minimum 4 gb)		\$12.00
Cengage Print Rental		7.99
<b>Total Estimated First Trimester Book and Supply Expense</b>		<b>\$376.99</b>
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
SAM 2013 Assessment PAC Cengage	9781285465524	
Cengage Unlimited Online Cengage		
Cengage Print Rental		\$7.99
Microsoft Office Specialist (MOS) – Office 2013 Exams		
Word		\$115.00
Excel		\$115.00
Outlook		\$115.00
Access		\$115.00
PowerPoint		\$115.00
<b>Total Exam Fees</b>		<b>\$575.00</b>
<b>Total Estimated Second Trimester Book, Supply and Exam Expense</b>		<b>\$582.99</b>
Third Trimester Estimated Expense – Accounting Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
College Accounting, 13 <sup>th</sup> edition (with Pearson study guide and working papers)	9780133866308	\$169.50
Payroll Records and Procedures – McGraw Hill	9780072982435	\$211.50
Quickbooks Pro 2018 Comprehensive w/Trial Software - Labyrinth	1640610049	\$127.00
QuickBooks Certified User Exam		\$150.00
<b>Total Estimated Third Trimester Book, Supply and Exam Expense – Accounting Assistant</b>		<b>\$658.00</b>

<b>Third Trimester Expense – Adminstrative Assistant</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Customer Service Skills Success – McGraw Hill	9780073545462	\$109.00
Perfect Phrases for Customer Service – McGraw Hill	9780071745062	\$20.00
The ABCs of Accounting	9781591363644	\$63.00
Certified Professional Secretary & Certified Administrative Professional Exam Preparation	9780135079454	\$466.94
<b>Total Estimated Third Trimester Book, Book, Supply and Exam Expense – Administrative Assistant</b>		\$658.94
<b>Third Trimester Expense – Medical Administrative Assistant</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Medical Terminology, 8 <sup>th</sup> edition - Elsevier	9780323444927	\$61.00
Medical Office Administration – A Worktext, 4th edition - Elsevier	9780323400756	\$114.00
Insurance Handbook for the Medical Office, 14 <sup>th</sup> edition - Elsevier	9780323316255	\$132.00
Insurance Handbook for the Medical Office Workbook, 14 <sup>th</sup> edition – Elsevier	9780323316279	\$55.00
Medical Coding Workbook 2014-15 – McGraw Hill	9780077862152	\$109.25
Computers in the Medical Office, 9 <sup>th</sup> edition – McGraw Hill	9780077836382	\$172.50
Medical Administrative Assistant Certification Exam (MAAC)* - AMCA		\$109.00
Billing & Coding Specialist Certification Exam (BCSC)* - AMCA		\$109.00
Electronic Health Records Certification Exam (EHRC)* - AMCA		\$109.00
*Tests are \$109.00 each, but there is an option to pay for all three certification exams for a reduced rate.		\$169.00
<b>Total Estimated Third Trimester Book, Supply and Exam Expense – Medical Administrative Assistant</b>		\$970.75

**Please Note: Prices effective September 3, 2019. All prices are subject to change without notice. Tuition usually increases in September of each year.**