



Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1336.00 x 3 trimesters)		\$ 4,008.00
ACT/WorkKeys Fee		\$45.00
AOT Book Charge (Typing Club Student License Fee)		\$10.00
Estimated First Trimester Books, Supplies, and Certification Exams Expense		\$ 1,327.00
Estimated Second Trimester Books, Supplies, and Certification Exams Expense		\$ 986.00
Estimated Third Trimester Books, Supplies, and Certification Exams Expense Accounting Assistant Diploma		\$ 1,005.00
Estimated Third Trimester Books, Supplies, and Certification Exams Expense Administrative Assistant Diploma		\$ 382.00
Estimated Third Trimester Books, Supplies, and Certification Exams Expense Medical Administrative Assistant Diploma		\$ 847.00
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$ 1,336.00
*ACT Workkeys Fees Required 1st Day, National Career Readiness Certificate Exam		\$45.00
AOT Book Charge (Typing Club Student License Fee) not purchased through the bookstore-part of tuition payment		\$10.00
Books, Supplies, and Certification Exams	ISBN / Exam	Estimated Cost
Cengage Unlimited Online – 1 Year Subscription, Required 1st Day, Access Required for All Terms	9780357700044	\$245.00
IC3 Digital Literacy Certification Course and Exam Bundle	11045414	\$ 122.00
IC3 Digital Literacy Exam Bundle - 3 Vouchers and 2 Retakes	10112166	\$ 148.00
Calculator (TI30XA)		\$ 26.00
USB Thumb Drive (minimum 8 gb)		\$ 10.00
Earphones (3.5mm jack)		\$ 10.00
Professional Clothing Allowance		\$ 200.00
Microsoft Office 365 / 2019 Testout Access Code	9781935080718	\$ 180.00
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: Word	MO-100	\$193.00
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: Excel	MO-200	\$193.00
Total Estimated First Trimester Book and Supply Expense		\$ 1,327.00
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$ 1,336.00
Books, Supplies, and Certification Exams	ISBN / Exam	Estimated Cost
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: PowerPoint	MO-300	\$ 193.00
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: Outlook	MO-400	\$ 193.00
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: Access	MO-500	\$ 193.00
Microsoft Office Specialist (MOS) LearnKey Course, Exam Voucher, Retake, and GMetrix Test License: Word or Excel Level 2	MO-101 or MO-201	\$ 193.00
Communication Skills for Business (CSB) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License	1107449/1106967	\$ 214.00
Total Estimated Second Trimester Book and Supply Expense		\$ 986.00
Third Trimester Estimated Expense – Accounting Assistant Diploma		
Tuition, Technology Access Fee and Student Activity Fee		\$ 1,336.00
Books, Supplies, and Certification Exams	ISBN / Exam	Estimated Cost
College Accounting, 14th edition (with Pearson study guide and working papers)	9780134855462	\$ 213.00
Payroll Accounting 9th Edition (A Practical Real World Approach) Labyrinth	9781640613607	\$ 164.00
QuickBooks Online 2022-2023: Comprehensive Labyrinth	9781640613713	\$ 168.00
Intuit QuickBooks Certified User LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License	QBCU	\$ 230.00
Intuit QuickBooks Certified Professional Bookkeeper LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License	CPB	\$ 230.00
Total Estimated Third Trimester Book, Supply and Exam Expense – Accounting Assistant		\$ 1,005.00
Third Trimester Expense – Administrative Assistant Diploma		
Tuition, Technology Access Fee and Student Activity Fee		\$ 1,336.00
Books, Supplies, and Certification Exams	ISBN / Exam	Estimated Cost
ESB Business Certification LearnKey Course, Exam Voucher, Retake, and Gmetrix Practice Test License	ESB	\$ 204.00
Intuit D4D Certification LearnKey Course, Exam Voucher, Retake, and Gmetrix Practice Test License	D4D	\$ 178.00
Total Estimated Third Trimester Book, Book, Supply and Exam Expense – Administrative Assistant		\$ 382.00
Third Trimester Expense – Medical Administrative Assistant Diploma		
Tuition, Technology Access Fee and Student Activity Fee		\$ 1,336.00
Books, Supplies, and Certification Exams	ISBN / Exam	Estimated Cost
CPT 2022	9781640160873	\$ 120.00
ICD-10-CM 2022	9781622547661	\$ 115.00
HCPCS 2022	9781640161610	\$ 105.00
<i>*Exams listed below are Purchased Online by the student</i>		
*Medical Administrative Assistant Certification Exam - including Application and Proctor Fees (Required to take AMCA Exams)	MAAC	\$ 169.00
*Billing & Coding Specialist Certification Exam - including Application and Proctor Fees (Required to take AMCA Exams)	BCSC	\$ 169.00
*Electronic Health Records Certification Exam - including Application and Proctor Fees (Required to take AMCA Exams)	EHRC	\$ 169.00
Total Estimated Third Trimester Book, Supply and Exam Expense – Medical Administrative Assistant		\$ 847.00