

**Administrative Office Technology
Estimated Student Expense**

Total Estimated Program Expense		
Tuition – Maintenance, Technology, and Student Activity Fees (\$1373 x 3 trimesters)		\$4119.00
Estimated Book Expense - First trimester		\$618.00
Estimated Exam Expense -Second trimester		\$858.00
Estimated - Accounting Assistant Diploma		\$918.00
Estimated - Administrative and/or Administrative/Marketing Assistant Diploma Exams (optional)		\$652.00
Estimated - Legal Administrative Assistant Diploma		\$233.00
Estimated - Legal Administrative Assistant Diploma Exams (optional)		\$652.00
Estimated - Medical Administrative Assistant Diploma		\$302.00
First Trimester Expense		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1373.00
Books and Supplies	ISBN	Estimated Cost
AOT Book Charge (Typing Club Student License Fee) not purchased through the bookstore-part of tuition payment		\$10.00
Cengage Unlimited Online	9780357700044	\$276.00
TestOut Office Pro (optional)	9781935080718	\$149.00
IC3 Digital Literacy Exam Bundle - 3 Vouchers and 3 Retakes	10112166	\$159.00
Earphones (3.5mm jack) (headset with mic preferred)		\$24.00
Total Estimated First Trimester Book, Supply, and Exam Expense		\$618.00
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1373.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Word	MO-100	\$136.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Excel	MO-200	\$136.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: PowerPoint	MO-300	\$136.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Outlook (optional)	MO-400	\$136.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Access (optional)	MO-500	\$136.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Word Expert or Excel Expert (optional)	MO-101 or MO-201	\$178.00
Total Estimated Second Trimester Book, Supply, and Exam Expense		\$858.00
Third Trimester Estimated Expenses - Accounting Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1373.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Payroll Accounting: A Practical Real World Approach, 9th edition (etext with eLab) Labyrinth	978164613614	\$176.00
QuickBooks Online: Comprehensive, Academic Year (2023-2024) + Accounting Essentials Bundle (etext with eLab) Labyrinth	9781640615373	\$244.00

Intuit QuickBooks Certified User LearnKey Course, Exam Voucher, Retake, and CertPrep Practice Tests (optional)	QBCU	\$249.00
Intuit QuickBooks Certified Professional Bookkeeper LearnKey Course, Exam Voucher, Retake, and CertPrep Practice Tests (optional)	CPB	\$249.00
Total Estimated Third Trimester Book, Supply, and Exam Expense - Accounting Assistant		\$918.00

Third Trimester Estimated Expenses - Administrative and/or Administrative/Marketing Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1373.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Entrepreneurship and Small Business (ESB) Exam Voucher with Retake and CertPrep Practice Tests (optional)	ESB	\$225.00
Intuit Design 4 Delight (D4D) Exam Voucher with Retake and CertPrep Practice Tests (optional)	D4D	\$249.00
Communication Skills for Business (CSB) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License (optional)	1107444/1106967	\$99.00
Communication Skills for Business (CSB) Exam Voucher + Retake (optional)		\$79.00
Total Estimated Second Trimester Book, Supply, and Exam Expense - Administrative Assistant		\$652.00

Third Trimester Estimated Expenses - Legal Administrative Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,373.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Legal Terminology, 7 th edition (etext, 4-month) Pearson	97801374084412	\$233.00
Entrepreneurship and Small Business (ESB) Exam Voucher with Retake and CertPrep Practice Tests (optional)	ESB	\$225.00
Intuit Design 4 Delight (D4D) Exam Voucher with Retake and CertPrep Practice Tests (optional)	D4D	\$249.00
Communication Skills for Business (CSB) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License (optional)	1107449/1106967	\$99.00
Communication Skills for Business (CSB) Exam Voucher + Retake Voucher (Optional)		\$79.00
Total Estimated Third Trimester Book, Exam, and Supply Expense - Legal Administrative Assistant		\$885.00

Third Trimester Estimated Expenses - Medical Administrative Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,373.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Exam Book Bundle 2023 (CPT, HCPCS, ICD-10-CM)		\$302.00

*Exams listed below are purchased online by the student

*Medical Administrative Assistant Certification Exam - including Application and Proctor Fees (Required to take AMCA exam)	MAAC	NA
*Medical Coder and Biller Certification Exam – including Application and Proctor Fees (Required to take AMCA exam)	MCBC	NA
*Electronic Health Record Certification Exam - including Application and Proctor Fees (Required to take AMCA exam)	EHRC	NA
Total Estimated Third Trimester Book, Exam, and Supply Expense - Medical Administrative Assistant		\$302.00

Please Note: Prices effective September 5, 2023. All prices are subject to change without notice. Tuition usually increases in September of each year.