



**Administrative Office Technology
Estimated Student Expense**

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activity Fees (\$1336 x 3 trimesters)		\$4008.00
ACT Workkeys Fees (1 st trimester only)		\$45.00
Estimated Book Expense - First trimester		\$578.00
Estimated Book Expense -Second trimester		\$904.00
Estimated Accounting Assistant Diploma		\$729.00
Estimated – Administrative Assistant Diploma		\$487.00
Estimated – Medical Administrative Assistant Diploma		\$809.00
First Trimester Expense		
Tuition, Technology Access Fee and Student Activity Fee		\$1336.00
*ACT Workkeys Fees Required 1st Day		\$45.00
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	\$275.00
TestOut Office Pro (optional)	9781935080718	\$143.00
IC3 Digital Literacy Exam Bundle - 3 Vouchers and 3 Retakes	10112166	\$150.00
Earphones (3.5mm jack) (headset with mic preferred)		\$10.00
Total Estimated First Trimester Book, Supply, and Exam Expense		\$578.00
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1336.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Word	MO-100	\$115.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Excel	MO-200	\$115.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: PowerPoint	MO-300	\$115.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Outlook	MO-400	\$115.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Access	MO-500	\$115.00
Microsoft Office Specialist (MOS) Exam Voucher with Retake: Word Expert or Excel Expert	MO-101 or MO-201	\$115.00
Communication Skills for Business (CSB) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License (optional)	1107449/1106967	\$214.00
Total Estimated Second Trimester Book, Supply, and Exam Expense		\$904.00
Third Trimester Estimated Expenses - Accounting Assistant Diploma		
Tuition, Technology Access Fee and Student Activity Fee		\$1336.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
College Accounting: A Practical Approach, 14th edition (etext with MyLab) Pearson	9780134731490	\$105.00
Payroll Accounting: A Practical Real World Approach, 9th edition (ebook with eLab) Labyrinth	978164613614	\$74.00

QuickBooks Online: Comprehensive, Academic Year (2022-2023) (ebook with eLab) Labyrinth	9781640613720	\$90.00
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		\$729.00
Third Trimester Estimated Expenses - Administrative Assistant Diploma		
Tuition, Technology Access Fee and Student Activity Fee		\$1336.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
College Accounting: A Practical Approach, 14th edition (etext with MyLab) Pearson	9780134731490	\$105.00
Entrepreneurship and Small Business (ESB) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License	ESB	\$204.00
Intuit Design 4 Delight (D4D) LearnKey Course, Exam Voucher, Retake, and Gmetrix Test License	D4D	\$178.00
Total Estimated Second Trimester Book, Supply, and Exam Expense - Administrative Assistant		\$487.00
Third Trimester Estimated Expenses - Medical Administrative Assistant Diploma		
Tuition, Technology Access Fee, and Student Activity Fee		\$1,336.00
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	\$169.00
*Billing & Coding Specialist Certification Exam - including Application and Proctor Fees (Required to take AMCA exam)	BCSC	\$169.00
*Electronic Health Record Certification Exam - including Application and Proctor Fees (Required to take AMCA exam)	EHRC	\$169.00
Total Estimated Third Trimester Book, Exam, and Supply Expense - Medical Administrative Assistant		\$809.00

Please Note: Prices effective May 3, 2023. All prices are subject to change without notice. Tuition usually increases in September of each year.