

**Administrative Office Technology
Estimated Student Expense**

Total Estimated Program Expense		
Tuition – Maintenance, Technology, and Student Activity Fees (\$1,487.00 x 3 trimesters)		\$4,461.00
Estimated Book Expense - First Trimester		\$629.00
Estimated Exam Expense -Second Trimester		\$345.00
Estimated - Accounting Assistant Diploma – Third Trimester		\$424.00
Estimated - Administrative Assistant Diploma – Third Trimester		\$214.00
Estimated – Admin/Marketing Assistant Diploma – Third Trimester		\$350.44
Estimated - Legal Administrative Assistant Diploma – Third Trimester		\$264.94
Estimated - Medical Administrative Assistant Diploma – Third Trimester		\$809.00
First Trimester Estimated Expense (required of all diploma levels)		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
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	9780357700013	\$280.00
Test-Out Office Pro (optional)	9781935080718	\$150.00
IC3 Digital Literacy Exam Bundle - 3 Vouchers and 2 Retakes	10112166	\$165.00
Earphones (3.5 mm jack) (headset with mic preferred)		\$24.00
Total Estimated First Trimester Book, Supply, and Exam Expense		\$629.00
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Microsoft Office Specialist (MOS) Exam - 3 Vouchers and 3 retakes		\$345.00
Total Estimated Second Trimester Book, Supply, and Exam Expense		\$345.00
Third Trimester Estimated Expenses - Accounting Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Quick Books Online: Comprehensive, Academic Year (2025-2026) +Accounting Essentials Bundle (e-text with e-Lab) Labyrinth	9781640616035	\$175.00
Intuit Exam Voucher with Retake		\$249.00
Total Estimated Third Trimester Book, Supply, Exam Expense – Accounting Assistant		\$424.00
Third Trimester Estimated Expenses - Administrative Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
Total Estimated Third Trimester Book, Supply, and Exam Expense – Administrative Assistant		\$214.00
Third Trimester Estimated Expenses – Admin/Marketing Assistant Diploma		

Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Essentials of Social Media Marketing (E-Text with Course Access) Student	0999630237	\$156.00
Meta Certification Voucher, Retake and Cert PREP Practice Test	1109056	\$115.44
Meta Digital Marketing e-course, single user (G Metrix Platform)	1110551	\$79.00
Total Estimated Third Trimester Book, Supply, Exam Expense – Administrative Marketing Assistant		\$350.44
Third Trimester Estimated Expenses - Legal Administrative Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
*Legal Terminology, 7 th edition (E-Text, 6-month) Pearson (purchased online by the student)	9780137408412	\$50.94
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
Total Estimated Third Trimester Book, Supply, Exam Expense - Legal Administrative Assistant		\$264.94
Third Trimester Estimated Expenses - Medical Administrative Assistant Diploma		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,487.00
Books, Supply, and Certification Exams	ISBN/Exam	Estimated Cost
Exam Book Bundle 2025 (CPT, HCPCS, ICD-10-CM)	9781635279436	\$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
*Medical Coder and Biller Certification Exam – including Application and Proctor Fees (Required to take AMCA exam)	MCBC	\$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, Supply Exam Expense - Medical Administrative Assistant		\$809.00

Please Note: Prices effective September 02, 2025. All prices are subject to change without notice. Tuition usually increases in September of each year.