

Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1312.00 x 3 trimesters)		\$3936.00
ACT/Workkeys Fees		\$45.00
Estimated First Trimester books and supplies		\$375.49
Estimated Book, Supply and Exam Expense Accounting Assistant		\$686.75
Estimated Book, Supply and Exam Expense Administrative Assistant		\$636.00
Estimated Book, Supply and Exam Expense Medical Administrative Assistant		\$1021.00
Microsoft Office Specialist (MOS) – Office 2016 Exams		\$575.00
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
*ACT Workkeys Fees Required 1st Day		\$45.00
Books and Supplies	ISBN	Estimated Cost
Filing Made Easy – A Filing Simulation – McGraw Hill	978-0028138312	\$126.50
Custom Tech Foundations Workbook		\$10.00
Cengage Unlimited Online – 1 Year Subscription	978-0357700013	\$198.00
Calculator (TI30XA)		\$21.00
USB Thumb Drive (minimum 4 gb)		\$12.00
Cengage Print Rental	Cengage	7.99
Total Estimated First Trimester Book and Supply Expense		\$375.49
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
Books and Supplies	ISBN	Estimated Cost
Microsoft Office Specialist (MOS) – Office 2016 Exams		
Word		\$115.00
Excel		\$115.00
Outlook		\$115.00
Access		\$115.00
PowerPoint		\$115.00
Total Exam Fees		\$575.00
Total Estimated Second Trimester Exam Expense		\$575.00
Third Trimester Estimated Expense – Accounting Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
Books and Supplies	ISBN	Estimated Cost
College Accounting, 14 th edition (with Pearson study guide and working papers)	978-0134855462	\$220.75
Payroll Accounting 7 th Edition (A Practical Real World Approach) Labyrinth by Weinstein	978-1640612006	\$160.00
Quickbooks Pro 2018 Comprehensive w/Trial Software - Labyrinth	978-1640610040	\$156.00
QuickBooks Certified User Exam		\$150.00
Total Estimated Third Trimester Book, Supply and Exam Expense – Accounting Assistant		\$686.75

Third Trimester Expense – Adminstrative Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
Books and Supplies	ISBN	Estimated Cost
Customer Service Skills Success – McGraw Hill	9780073545462	\$115.00
Perfect Phrases for Customer Service – McGraw Hill	9780071745062	\$14.00
Accounting Basics - Weinstein	9781591366928	\$67.00
Certified Professional Secretary & Certified Administrative Professional Exam Preparation	9780135079454	\$440.00
Total Estimated Third Trimester Book, Book, Supply and Exam Expense – Administrative Assistant		\$636.00
Third Trimester Expense – Medical Administrative Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
Books and Supplies	ISBN	Estimated Cost
Medical Terminology, 8 th edition - Elsevier	9780323444927	\$63.00
Medical Office Administration – A Worktext, 4th edition - Elsevier	9780323400756	\$123.00
Insurance Handbook for the Medical Office, 14 th edition - Elsevier	9780323316255	\$137.00
Insurance Handbook for the Medical Office Workbook, 14 th edition – Elsevier	9780323316279	\$50.00
Principles of ICD-10-CM Coding by Deborah J. Grider	9781622025558	\$99.00
Principles of ICD-10-CM Coding Workbook by Deborah J. Grider	9781622025572	\$66.00
Computers in the Medical Office, 9 th edition – McGraw Hill – includes book and connect access complete with Medisoft V20 and student data files	9781260361360	\$240.00
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
Total Estimated Third Trimester Book, Supply and Exam Expense – Medical Administrative Assistant		\$1073.00

Please Note: Prices effective May 4, 2020. All prices are subject to change without notice. Tuition usually increases in September of each year.