

## Administrative Office Technology Estimated Student Expense

<b>Total Estimated Program Expense</b>		
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		\$385.00
Estimated Book, Supply and Exam Expense Accounting Assistant		\$727.00
Estimated Book, Supply and Exam Expense Administrative Assistant		\$684.00
Estimated Book, Supply and Exam Expense Medical Administrative Assistant		\$1335.00
Microsoft Office Specialist (MOS) – Office 2016 Exams		\$575.00
<b>First Trimester Estimated Expense (required of all certificate and diploma levels)</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>*ACT Workkeys Fees Required 1<sup>st</sup> Day</b>		\$45.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Filing Made Easy – A Filing Simulation – McGraw Hill	978-0028138312	\$126.00
Custom Tech Foundations Workbook		\$10.00
Cengage Unlimited Online – 1 Year Subscription	978-0357700013	\$215.00
Calculator (TI30XA)		\$24.00
USB Thumb Drive (minimum 4 gb)		\$10.00
<b>Total Estimated First Trimester Book and Supply Expense</b>		<b>\$385.00</b>
<b>Second Trimester Estimated Expense (required of all diploma levels)</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Microsoft Office Specialist (MOS) – Office 2016 Exams		
Word		\$115.00
Excel		\$115.00
Outlook		\$115.00
Access		\$115.00
PowerPoint		\$115.00
<b>Total Exam Fees</b>		<b>\$575.00</b>
<b>Total Estimated Second Trimester Exam Expense</b>		<b>\$575.00</b>
<b>Third Trimester Estimated Expense – Accounting Assistant</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>

College Accounting, 14 <sup>th</sup> edition (with Pearson study guide and working papers)	978-0134855462	\$237.00
Payroll Accounting 7 <sup>th</sup> Edition (A Practical Real World Approach) Labyrinth by Weinstein	978-1640612006	\$172.00
Quickbooks Pro 2018 Comprehensive w/Trial Software - Labyrinth	978-1640610040	\$168.00
QuickBooks Certified User Exam		\$150.00
<b>Total Estimated Third Trimester Book, Supply and Exam Expense – Accounting Assistant</b>		\$727.00
<b>Third Trimester Expense – Administrative Assistant</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Customer Service Skills Success – McGraw Hill	9780073545462	\$124.00
Perfect Phrases for Customer Service – McGraw Hill	9780071745062	\$15.00
Accounting Basics - Weinstein	9781591366928	\$72.00
Certified Professional Secretary & Certified Administrative Professional Exam Preparation	9780135079454	\$473.00
<b>Total Estimated Third Trimester Book, Book, Supply and Exam Expense – Administrative Assistant</b>		\$684.00
<b>Third Trimester Expense – Medical Administrative Assistant</b>		
Tuition, Technology Access Fee and Student Activity Fee		\$1312.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Medical Terminology, 8 <sup>th</sup> edition - Elsevier	9780323444927	\$68.00
Medical Office Administration – A Worktext, 4th edition - Elsevier	9780323400756	\$133.00
Insurance Handbook for the Medical Office, 14 <sup>th</sup> edition - Elsevier	9780323316255	\$148.00
Insurance Handbook for the Medical Office Workbook, 14 <sup>th</sup> edition – Elsevier	9780323316279	\$54.00
Principles of ICD-10-CM Coding by Deborah J. Grider	9781622025558	\$107.00
Principles of ICD-10-CM Coding Workbook by Deborah J. Grider	9781622025572	\$71.00
Computers in the Medical Office, 9 <sup>th</sup> edition – McGraw Hill – includes book and connect access complete with Medisoft V20 and student data files	9781260361360	\$258.00
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
<b>Total Estimated Third Trimester Book, Supply and Exam Expense – Medical Administrative Assistant</b>		\$1335.00

**Please Note: Prices effective January 4, 2021. All prices are subject to change without notice.**

Tuition usually increases in September of each year.
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