

**Administrative Office Technology  
Estimated Student Expense**

<b>Total Estimated Program Expense</b>		
Tuition – Maintenance, Technology, and Student Activity Fees (\$1,440 x 3 trimesters)		\$4,320.00
Estimated Book Expense - First Trimester		\$605.00
Estimated Exam Expense -Second Trimester		\$345.00
Estimated - Accounting Assistant Diploma – Third Trimester		\$493.00
Estimated - Administrative Assistant Diploma – Third Trimester		\$214.00
Estimated – Admin/Marketing Assistant Diploma – Third Trimester		\$370.00
Estimated - Legal Administrative Assistant Diploma – Third Trimester		\$258.00
Estimated - Medical Administrative Assistant Diploma – Third Trimester		\$302.00
Estimated – Financial Services Diploma – Third Trimester		\$444.00
<b>First Trimester Estimated Expense (required of all diploma levels)</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
AOT Book Charge (Typing Club Student License Fee) <b>not</b> purchased through the bookstore-part of tuition payment		\$10.00
Cengage Unlimited Online 1 year subscription	9780357700013	\$280.00
Test-Out Office Pro (optional)	9781935080718	\$150.00
IC3 Digital Literacy Exam Bundle - 3 Vouchers and 2 Retakes	10112166	\$165.00
<b>Total Estimated First Trimester Book, Supply, and Exam Expense</b>		<b>\$605.00</b>
<b>Second Trimester Estimated Expense (required of all diploma levels)</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
Microsoft Office Specialist (MOS) Exam - 3 Vouchers and 3 retakes		\$345.00
<b>Total Estimated Second Trimester Book, Supply, and Exam Expense</b>		<b>\$345.00</b>
<b>Third Trimester Estimated Expenses - Accounting Assistant Diploma</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
(Bundle) Quick Books Online 2024-2025: Comprehensive + Accounting Essentials (e-text with e-Lab) Labyrinth	9781640615861	\$244.00
Intuit Exam Voucher with Retake		\$249.00
<b>Total Estimated Third Trimester Book, Supply, Exam Expense – Accounting Assistant</b>		<b>\$493.00</b>
<b>Third Trimester Estimated Expenses - Administrative Assistant Diploma</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
<b>Total Estimated Third Trimester Book, Supply, and Exam Expense – Administrative Assistant</b>		<b>\$214.00</b>
<b>Third Trimester Estimated Expenses – Admin/Marketing Assistant Diploma</b>		

Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
Essentials of Social Media Marketing (E-Text with Course Access) Student	0999630237	\$156.00
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
<b>Total Estimated Third Trimester Book, Supply, Exam Expense – Administrative Marketing Assistant</b>		<b>\$370.00</b>
<b>Third Trimester Estimated Expenses - Legal Administrative Assistant Diploma</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
Legal Terminology, 7 <sup>th</sup> edition (E-Text, 4-month) Pearson (not purchased through bookstore)	97801374084412	\$44.00
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
<b>Total Estimated Third Trimester Book, Supply, Exam Expense - Legal Administrative Assistant</b>		<b>\$258.00</b>
<b>Third Trimester Estimated Expenses - Medical Administrative Assistant Diploma</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply, and Certification Exams</b>	<b>ISBN/Exam</b>	<b>Estimated Cost</b>
Exam Book Bundle 2024 (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
<b>Total Estimated Third Trimester Book, Supply Exam Expense - Medical Administrative Assistant</b>		<b>\$302.00</b>
<b>Third Trimester Estimated Expenses – Financial Services Diploma</b>		
Tuition – Maintenance, Technology, and Student Activity Fees		\$1,440.00
<b>Books, Supply and Certification Exams</b>		
Communication Skills for Business (CSB) Learn-Key Course, Exam Voucher, Retake, and G-Metrix Test License	1107449/1106967	\$214.00
Principles of Banking 12 <sup>th</sup> Edition American Bankers Association	9780899827476	\$145.00
Today's Teller: Developing Basic Skills 2018 Edition American Bankers Association	0899827160	\$85.00
<b>Total Estimated Third Trimester Book, Supply, Exam Expense – Financial Services</b>		<b>\$444.00</b>

**Please Note: Prices effective September 3, 2024. All prices are subject to change without notice. Tuition usually increases in September of each year.**