

Administrative Office Technology Estimated Student Expense

Total Estimated Program Expense		
Tuition, Technology Access Fees and Student Activities Fees (\$1281 x 3 trimesters)		\$3843.00
Estimated Book, Supply and Exam Expense Accounting Assistant		\$2411.25
Estimated Book, Supply and Exam Expense Administrative Assistant		\$2412.19
Estimated Book, Supply and Exam Expense Medical Administrative Assistant		\$2724.00
First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1281.00
Books and Supplies	ISBN	Estimated Cost
Filing Made Easy – A Filing Simulation	9780023138312	\$111.00
The Administrative Professional – Technology and Procedures, 15 th edition	9781305581166	\$200.75
Basic English Review, 9 th edition	9780538730952	\$108.50
Custom Tech Foundations Workbook		\$10.00
Cengage Unlimited Online – 1 Year		\$215.00
Calculator (TI30XA)		\$21.00
USB Thumb Drive (minimum 4 gb)		\$12.00
Total Estimated First Trimester Book and Supply Expense		\$678.25
Second Trimester Estimated Expense (required of all diploma levels)		
Tuition, Technology Access Fee and Student Activity Fee		\$1281.00
Books and Supplies	ISBN	Estimated Cost
Microsoft Office 2013 Introductory	9781285166025	
Microsoft Office 2013 Advanced	9781285166230	
SAM 2013 Assessment PAC	9781285465524	
Cengage Unlimited Online – 1 Year		\$145.00
Above 3 books sold as a bundle to our Bookstore		\$430.00
Microsoft Office Specialist (MOS) – Office 2013 Exams		
Word		\$100.00
Excel		\$100.00
Outlook		\$100.00
Access		\$100.00
PowerPoint		\$100.00
Total Exam Fees		\$500.00
Total Estimated Second Trimester Book, Supply and Exam Expense		\$1075.00
Third Trimester Estimated Expense – Accounting Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1281.00
Books and Supplies	ISBN	Estimated Cost
College Accounting, 13 th edition (with study guide and working papers)	9780133866308	\$169.50
Payroll Records and Procedures	9780072982435	\$211.50
Quickbooks Pro 2018 Comprehensive w/Trial Software	1640610049	\$127.00
QuickBooks Certified User Exam		\$150.00
Total Estimated Third Trimester Book, Supply and Exam Expense – Accounting Assistant		\$658.00

Third Trimester Expense – Administrative Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1281.00
Books and Supplies	ISBN	Estimated Cost
Customer Service Skills Success	9780073545462	\$109.00
Perfect Phrases for Customer Service	9780071745062	\$20.00
Accounting Basics	9781591366928	\$63.00
Certified Professional Secretary & Certified Administrative Professional Exam Preparation	9780135079454	\$466.94
Total Estimated Third Trimester Book, Book, Supply and Exam Expense – Administrative Assistant		\$658.94
Third Trimester Expense – Medical Administrative Assistant		
Tuition, Technology Access Fee and Student Activity Fee		\$1281.00
Books and Supplies	ISBN	Estimated Cost
Medical Terminology, 7 th edition	9781455758302	\$61.00
Medical Office Administration – A Worktext, 4th edition	9780323400756	\$114.00
Insurance Handbook for the Medical Office, 14 th edition	9780323316255	\$132.00
Insurance Handbook for the Medical Office Workbook, 14 th edition	9780323316279	\$55.00
Medical Coding Workbook 2014-15	9780077862152	\$109.25
Computers in the Medical Office, 8 th edition	9780073402130	\$172.50
Medical Administrative Assistant Certification Exam (MAAC)*		\$109.00
Billing & Coding Specialist Certification Exam (BCSC)*		\$109.00
Electronic Health Records Certification Exam (EHRC)*		\$109.00
Total Estimated Third Trimester Book, Supply and Exam Expense – Medical Administrative Assistant		\$970.75

*Tests are \$109 each, but there is an option to pay for all three certification exams for a reduced rate of \$169 total.

Please Note: Prices effective September 4, 2018. All prices are subject to change without notice. Tuition usually increases in September of each year.