



## Administrative Office Technology Book Cost Sheet 2024-2025

### Important Note:

To access books outside of class, students will need access to one of the following: laptop computer, desktop computer, or tablet device with internet browser options.

#### 1<sup>st</sup> Trimester – General Office Assistant Certificate

Cengage Unlimited, Multi-Term *Required*	ISBN 9780357700013	250.00
Contemporary Mathematics for Business & Consumers	ISBN 9780357026441	265.00
The Office	ISBN 9781337281362	106.00
Technology for Success and The Shelly Cashman Series®	ISBN 9780357881514	225.95
Microsoft® 365® & Office®		
Shelly Cashman Series Microsoft Windows® 11 Comprehensive	ISBN 9780357881774	225.95
The Shelly Cashman Series® Microsoft® Office 365® &	ISBN 9780357677216	225.95
Outlook® 2021 Comprehensive		
Microsoft Office Specialist MOS Exam Voucher with Retake		120.00
OSHA 10 Test		60.00
<b>Trimester Total</b>		<b>\$1478.85</b>

#### 2<sup>nd</sup> Trimester – Administrative Support Specialist Certificate

The Shelly Cashman Series® Microsoft® Office 365® & Word®	ISBN 9780357881736	225.95
Comprehensive		
Microsoft Office Specialist MOS Exam Voucher with Retake		120.00
The Shelly Cashman Series® Microsoft® Office 365® & Excel®	ISBN 9780357881613	225.95
Comprehensive		
Microsoft Office Specialist MOS Exam Voucher with Retake		120.00
The Shelly Cashman Series® Microsoft® Office 365® &	ISBN 9780357881699	225.95
PowerPoint® Comprehensive		
Microsoft Office Specialist MOS Exam Voucher with Retake		120.00
<b>Trimester Total</b>		<b>\$1037.85</b>

#### 3<sup>rd</sup> Trimester – Administrative Assistant Diploma

Essen of Business Communication	ISBN 9781337386494	198.25
Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake)		210.00
College Accounting, Chapters 1-15	ISBN 9780357989692	312.95
Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course		259.00
Integrated Business Projects	ISBN 9780538731096	79.50
<b>Trimester Total</b>		<b>\$1059.70</b>

#### 3<sup>rd</sup> Trimester – Accounting Assistant Diploma

Payroll Accounting 2024	ISBN 9780357901052	312.95
College Accounting, Chapters 1-15	ISBN 9780357989692	312.95
Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course		259.00
Intuit Exam Voucher + Retake with CertPREP Practice		259.00

Tests & LearnKey Course	
<b>Trimester Total</b>	<b>\$1143.90</b>

**3<sup>rd</sup> Trimester – Medical Administrative Assistant  
Diploma**

Medical Terminology Online for Medical Tem & Anatomy Coding	ISBN 9780323764650	154.00
Practice Management Reference Guide	ISBN 9781646312542	170.00
2022 CPPM Study Guide	ISBN 9781646313846	150.00
Understanding Health Insurance Guide to Billing & Reimbursement 2022 Edition	ISBN 9780357621356	221.75
2022 CPB Certification Study Guide	ISBN 9781646313600	212.00
<b>Trimester Total</b>		<b>\$907.75</b>

**3<sup>rd</sup> Trimester – Financial Services Diploma**

Essen of Business Communication	ISBN 9781337386494	198.25
Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake)		210.00
College Accounting, Chapters 1-15	ISBN 9780357989692	312.95
Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course		259.00
Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course		259.00
<b>Trimester Total</b>		<b>\$1239.20</b>

**3<sup>rd</sup> Trimester- Admin Marketing Assistant Diploma**

MindTap for The Shelly Cashman Series® Collection, Microsoft® 365® & Office®	ISBN 9780357881408	233.95
Essen of Business Communication	ISBN 9781337386494	198.25
Learn, Practice, Certify CSB Bundle (LearnKey, CertPREP, Voucher + Retake)		210.00
College Accounting, Chapters 1-15	ISBN 9780357989692	312.95
Intuit Exam Voucher + Retake with CertPREP Practice Tests & LearnKey Course		259.00
Microsoft Office Specialist MOS Exam Voucher with Retake		120.00
<b>Trimester Total</b>		<b>\$1334.15</b>

**Total Cost for Program(approximately)**

<b>Administrative Assistant Diploma</b>	<b>\$3335.45</b>
<b>Accounting Assistant Diploma</b>	<b>\$3419.65</b>
<b>Medical Administrative Assistant Diploma</b>	<b>\$3183.50</b>
<b>Financial Services Diploma</b>	<b>\$3514.95</b>
<b>Admin Marketing Assistant Diploma</b>	<b>\$3375.95</b>

*This list of fees covers the period from September 1, 2024 to August 31, 2025. All book, tool and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.*

*The TCAT-Crump is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. TCAT-Crump is a TBR/EEO/AA/ADA Institution.*

*Updated 5/6/25*