



Cost estimates based on:  
**SPRING 2016** expenses

*All books and materials listed are **required** unless otherwise noted.*

## Administrative Office Technology

1296 Hours

Term 1:		
Text	ISBN#	Estimated Cost
Computer Concepts Bundle	9781337200059	\$237.00
Keyboarding	Mastery Access Code	\$32.00
Business Math	9780321924285	\$151.00
Office Procedures I	9780135063897	\$149.00
Records Management	9781305119161	\$138.00
Ear Buds	Supply	\$10.00
Highlighters (2)	Supply	\$1.00
Flash Drive	Supply	\$13.00

**Books & Supplies** \$731.00

**Tuition** \$1,139.00

**Tech Access Fee** \$67.00

**Student Activity Fee** \$10.00

**Term 1 Estimate:** \$1,947.00

\*plus applicable sales tax

Term 2:		
Text	ISBN#	Estimated Cost
Illustrated Course Guide (Bundle) MS Word 2013 Basic / Intermediate	9781337209670	\$131.00
Powerpoint	9781285082592	\$74.00
Publisher	9781285082714	\$74.00
Excel	9781337209663	\$79.00
Job Search Career Planning Guide, Book 2	9780534574215	\$118.00

**Books & Supplies** \$476.00

**Tuition** \$1,139.00

**Tech Access Fee** \$67.00

**Student Activity Fee** \$10.00

**Term 2 Estimate:** \$1,692.00

\*plus applicable sales tax

After completion of the 2nd term, a student will choose from the following options:

Option 1: Administrative Assistant Diploma	<b>Term 3:</b>		
	Text	ISBN#	Estimated Cost
	Business Communications	9781285904243	\$64.00
	Excellent Adventures Simulations	9781934422427	\$55.00
	World of Customer Service	9780840064240	\$121.00
	Fundae Sundaes	9781934422465	\$55.00
	<b>Books &amp; Supplies</b>		<b>\$295.00</b>
	<b>Tuition</b>		<b>\$1,139.00</b>
	<b>Tech Access Fee</b>		<b>\$67.00</b>
	<b>Student Activity Fee</b>		<b>\$10.00</b>
<b>Term 3 Estimate:</b>		<b>\$1,511.00</b>	
*plus applicable sales tax			

Option 2: Accounting Assistant Diploma	<b>Term 3:</b>		
	Text	ISBN#	Estimated Cost
	College Accounting	9781305666177	\$226.00
	College Accounting Study Guide	9781305667662	\$92.00
	Payroll Accounting	9781285862071	\$222.00
	Quickbooks Accountant	9781305084773	\$164.00
	<b>Books &amp; Supplies</b>		<b>\$704.00</b>
	<b>Tuition</b>		<b>\$1,139.00</b>
	<b>Tech Access Fee</b>		<b>\$67.00</b>
	<b>Student Activity Fee</b>		<b>\$10.00</b>
<b>Term 3 Estimate:</b>		<b>\$1,920.00</b>	
*plus applicable sales tax			

Option 3: Medical Administrative Assistant Diploma	<b>Term 3:</b>		
	Text	ISBN#	Estimated Cost
	Essentials of Medical Terminology	9781401890193	\$129.00
	Delmars Administrative Medical Assisting	9781305414495	\$145.00
	Understanding Health Insurance & Mindtap	9781305250307	\$181.00
	Using Electronic Health Records	9781111645601	\$134.00
	Paperless Medical Office	9781133278955	\$103.00
	<b>Books &amp; Supplies</b>		<b>\$692.00</b>
	<b>Tuition</b>		<b>\$1,139.00</b>
	<b>Tech Access Fee</b>		<b>\$67.00</b>
<b>Student Activity Fee</b>		<b>\$10.00</b>	
<b>Term 3 Estimate:</b>		<b>\$1,908.00</b>	
*plus applicable sales tax			

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