TCAT
CRUMP

Administrative Office Technology Online
1296 Hours

Term 1:

Text	ISBN#	Estimated Cost
Practical Math Applications	9780538731157	$145.00
LSC COLL TENN TECH BSTT1105	9780077799465	$140.00
Administrative Professional	9780538731041	$146.00
Introduction to Computers	978135025578	$105.00
	Books & Supplies	$536.00
	RODP Fee	$388.00
	Tuition	$1,139.00
	Term 1 Estimate:	$2,063.00

Term 2:

Text	ISBN#	Estimated Cost
MS Word 2013: Complete	9781285167725	$137.00
Simnet for MS Office 2013 w/ Excel Complete	9780077801236	$81.00
	Books & Supplies	$218.00
	RODP Fee	$388.00
	Tuition	$1,139.00
	Term 2 Estimate:	$1,745.00

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

Option 1: Administrative Assistant Diploma

Term 3:

Text	ISBN#	Estimated Cost
Business Communication Essentials	9781256775287	$117.00
The World of Customer Service Bundle	9781133261698	$167.00
Accounting Basics: Intro for Non-Accounting Majors	9781591366928	$50.00
MS Office 2013 Projects	9781285170329	$77.00
	Books & Supplies	$411.00
	RODP Fee	$388.00
	Tuition	$1,139.00
	Term 3 Estimate:	$1,938.00

Option 2: Accounting Assistant Diploma

Term 3:

Text	ISBN#	Estimated Cost
College Accounting Chapters 1-12	9780133034431	$125.00
Payroll Accounting 2015 (w/CD)	9781285862071	$281.00
Integrated Accounting for Windows	9781285462721	$289.00
	Books & Supplies	$695.00
	RODP Fee	$388.00
	Tuition	$1,139.00
	Term 3 Estimate:	$2,222.00

Option 3: Medical Administrative Assistant Diploma

Term 3:

Text	ISBN#	Estimated Cost
Medical Terminology for Health Pro	9781285759944	$148.00
Comprehensive Medical Assisting	9781305115682	$159.00
Medical Insurance Online for Insurance/ Handbook for the Medical Office 13th Ed.	9781455748105	$69.00
Electronic Health Record w/ SimChart	9780323447911	$157.00
	Books & Supplies	$533.00
	RODP Fee	$388.00
	Tuition	$1,139.00
	Term 3 Estimate:	$2,060.00

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