

Tennessee College of Applied Technology - Memphis
2022-2023
Administrative Office Technology

12 Months

FIRST TRIMESTER		
FEES		
Tuition	\$1,253.00	
Technology Access Fee	\$73.00	
Student Activity Fee	\$10.00	
TOTAL TRIMESTER FEE		\$1,336.00
BOOKS		
DESKTOP PRO PLUS ISBN: 9781935080640	\$172.00	
Cengage Unlimited	179.99	\$351.99
BOOK LISTING		
The Office: Procedures 7th Edition ISBN:9780357125700		
College Accounting 22nd ED ISBN:9781305666177		
Payroll Accounting 31st ED ISBN:9780357358061		
Computerized Accounting 8th ED (Integrated Acct) ISBN:9781285462721		
Business Communication Process & Product 10th ED ISBN: 9780357129234		
A Guide to Customer Service Skills for the Service Desk Professional 4th ED ISBN:9781285063584		
Financial Functions (College Accounting 22nd ED) ISBN:9781305666177		
Practicum/Simulations Office (Word, Excel, PowerPoint Certification Test)		
Medical Terminology 8th ED ISBN 97813056334350		
Administrative Medical Assisting 8th ISBN 9781305859265		
Law, Liability, and Ethics for Medical Office ISBN 978130597280		
Understanding Health Insurance 15th ISBN 9780357378649		
Using the Electronic Health Record (MOSS Simulation) ISBN 9781337626378		

SUPPLY LIST		
Head phones	\$9.95	
USB Flash Drive	\$12.99	
Copy Paper (9 @ 7.49 ea)	\$67.41	
		\$90.35
Estimated Cost of 1st Trimester		\$1,778.34
Second Trimester		
Tuition	\$1,253.00	
Technology Access Fee	\$73.00	
Student Activity Fee	\$10.00	
TOTAL TRIMESTER FEE		\$1,336.00
THIRD TRIMESTER		
Tuition	\$1,253.00	
Technology Access Fee	\$73.00	
Student Activity Fee	\$10.00	
TOTAL TRIMESTER FEE		\$1,336.00
Estimated Total Cost of Program Accounting		\$4,450.34
Estimated Total Cost of Program Medical		\$4,450.34
Estimated Total Cost of Program Administrative		\$4,450.34
<i>*****Prices Are Subject to Change Without Notice</i>		
7/13/2021		