



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

COVINGTON

ADMINISTRATIVE OFFICE TECHNOLOGY Estimated Cost Sheet 2019-2020

	TERM 1-Same for All Paths	Estimated Cost
	Cengage 12 month unlimited subscription ISBN: 9780357700044	\$203.00
	MOS Word Exam	\$112.50
	Five (5) T-shirts	\$76.83
	Total Books and uniforms	\$392.33
	Tuition	\$1,312.00
	Total cost Term 1	\$1,704.33
	TERM 2-Same for All Paths	
AOT 2040	Employability Skills – Professionalism ISBN: 9780134039503 (Pearson)	\$95.00
	MOS Excel Exam	\$112.50
	MOS PowerPoint Exam	\$112.50
	Total Books	\$320.00
	Tuition	\$1,312.00
	Total cost Term 2	\$1,632.00
	TERM 3-Book Costs Vary Per Path	
	ADMINISTRATIVE ASSISTANT DIPLOMA PATH	
AOT 3010	Business Communication Essentials 7 Edition ISBN: 9780134088259 (Pearson)	\$195.00
AOT 3050	College Accounting (Slater) ISBN: 9780134077369 (Pearson)	\$176.00
	Total book cost Term 3	\$371.00
	Tuition	\$1,312.00
	Total Cost Term 3 Administrative Assistant Path	\$1,683.00
8/20/2019		

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ACCOUNTING ASSISTANT DIPLOMA PATH		
AOT 3050	College Accounting (Slater) ISBN: 9780134077369 (Pearson)	\$176.00
AOT 3060	Payroll a Practical, Real-World approach ISBN: 9781591367369 (Labyrinth)	\$121.00
	Total book cost Term 3	\$297.00
	Tuition	\$1,312.00
	Total Cost Term 3 Accounting Assistant Path	\$1,609.00
MEDICAL ASSISTANT DIPLOMA PATH		
AOT 3080	Medical Terminology ISBN: 9780134320496 (Pearson)	\$115.00
AOT 3090	Medical Ethics/Office Management – Professionalism in Health Care ISBN: 9780134458809 (Pearson)	\$96.00
	Total book cost Term 3	\$211.00
	Tuition	\$1,312.00
	Total Cost Term 3 Medical Assistant Path	\$1,523.00
LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA		
	Total book cost Term 3 Legal Administrative Assistant Path	\$0.00
	Tuition Term 3	\$1,312.00
	Total cost Term 3 Legal Administrative Assistant Path	\$1,312.00
	Total Books for Program Using Highest Cost Path - Administrative Assistant Path	\$1,083.33
	Total fees for 3 terms	\$3,936.00
	TOTAL PROGRAM COST	\$5,019.33
8/20/2019		

NOTE: All prices are subject to change

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