

Program Cost Breakdown				
<i>Books, Supplies, and Tuition needed for enrollment at TCAT - McKenzie</i>				
FALL TRIMESTER SEPTEMBER----DECEMBER 2017				
Administrative Office Technology				
<i>Trimester Contact Hours 1296</i>				
2017-2018 Year	First Trimester			
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00
<i>Books/Supplies/Tools</i>				<u>TOTAL</u>
9781337600989	Computer Essentials AOTT 1130			170.00
	Keyboarding Mastery			48.00
	Nuts and Bolts (Keyboarding Companion)			25.00
9780840065353	Calculating			45.00
9781305581166	The Administrative Professional			176.00
	Calculator			30.00
	8GB Flashdrive			11.00
	Ear Buds			10.00
	Total Books/Supplies			\$ 515.00
First Trimester Totals				\$ 1,761.00
	Second Trimester			
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00
<i>Books/Supplies/Tools</i>				
9781337599702	Word Processing AOTT 1200			\$ 165.00
9781337251099	Spreadsheet Applications AOTT 1210			\$ 85.00
9781337599696	Microsoft Office Procedure AOTT 1220			\$ 125.00
	Total Books/Supplies/Tools			\$ 375.00
				\$ -
Second Trimester Totals				\$ 1,621.00

Third Trimester				
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00
Third Trimester Accounting Assistant Diploma				
<i>Books/Supplies/Tools</i>				
9780077430627	College Accounting Text Book			155.00
9780077430573	College Accounting Text Book Study Guide			90.00
9781305675124	Payroll Accounting Biegs & Toland			240.00
9781259620720	QuickBooks 2015			190.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			705.00
Third Trimester Administrative Assistant Diploma				
<i>Books/Supplies/Tools</i>				
	Business Communications			125.00
	Customer Service Skills for Success			150.00
9781259620720	QuickBooks 2015			190.00
9780538451451	Integrated Simulation			90.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			585.00
Third Trimester Medical Administrative Assistant Diploma				
<i>Books/Supplies/Tools</i>				
9780073256443	Medical Terminology			105.00
9781305647428	Understanding Medical Insurance TEXT			161.00
9781305647435	Understanding Medical Insurance; Insurance workbook			64.00
9781259328411	Medical Office Procedures			245.00
9781622022120	ICD-10 2016			105.00
9781622022045	CPT 2016			120.00
	Cap and Gown			30.00
				830.00

