

Program Cost Breakdown				
<i>Books, Supplies, and Tuition needed for enrollment at TCAT - McKenzie</i>				
FALL TRIMESTER SEPTEMBER - DECEMBER 2022				
Administrative Office Technology				
<i>Trimester Contact Hours 1296</i>				
2022-2023 Year	First Trimester			
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1253.00
	Technology Fee			73.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,336.00
<i>Books/Supplies/Tools</i>				<u>TOTAL</u>
9781337600989	Computer Essentials AOTT 1130			215.00
	Keyboarding Mastery			48.00
9780357292358	The Essential Guide to Becoming a Master Student			\$ 75.00
9781305581166	The Administrative Professional			185.00
	Calculator			35.00
	16G Flashdrive			10.00
	Ear Buds			11.00
	Total Books/Supplies			\$ 579.00
First Trimester Totals				\$ 1,915.00
Second Trimester				
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1253.00
	Technology Fee			73.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,336.00
<i>Books/Supplies/Tools</i>				
9781337599702	Word Processing AOTT 1200			\$ 215.00
9781337251099	Spreadsheet Applications AOTT 1210			\$ 100.00
9781337599696	Microsoft Office Procedure AOTT 1220			\$ 160.00
	Total Books/Supplies/Tools			\$ 475.00
				\$ -
Second Trimester Totals				\$ 1,811.00

Third Trimester				
	<u>Item/Description</u>			<u>TOTAL</u>
Fees	Maintenance Fee			1253.00
	Technology Fee			73.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,336.00
Third Trimester Accounting Assistant Diploma				
Books/Supplies/Tools				
9781264254811	College Accounting Text Book			200.00
9781307684858	College Accounting Text Book Study Guide			60.00
9781265785147	Payroll Accounting 2021 7th Edition			240.00
9781265587802	Computerized Accounting w/Quickbooks			225.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			755.00
Third Trimester Administrative Assistant Diploma				
Books/Supplies/Tools				
9781337736350	Business Communications			190.00
9781260277258	Customer Service Skills for Success			150.00
9781265587802	Computerized Accounting w/Quickbooks			225.00
9780538451451	Integrated Simulation			90.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			685.00
Third Trimester Medical Administrative Assistant Diploma				
Books/Supplies/Tools				
9781337123099	Medical Terminology			150.00
9780357010150	Understanding Medical Insurance Bundle			290.00
9781260359770	Medical Office Procedures			275.00
9781622022120	ICD-10 2016			105.00
9781622022045	CPT 2016			120.00
	Cap and Gown			30.00
				970.00

Total Program Cost				
Administrative Office Technology				
MCKENZIE CAMPUS				
TUITION	3 Trimesters @	\$ 1,336.00	each	\$ 4,008.00
TOTAL COST BY AWARD LEVEL		BOOK	TUITION	TOTAL
General Office Assistant Certificate		\$ 579.00	\$ 1,336.00	\$ 1,915.00
Software Applications Specialist Certificate		\$ 1,054.00	\$ 2,672.00	\$ 3,726.00
Accounting Assistant Diploma		\$ 1,809.00	\$ 4,008.00	\$ 5,817.00
Administrative Assistant Diploma		\$ 1,739.00	\$ 4,008.00	\$ 5,747.00
Medical Administrative Assistant Diploma		\$ 2,024.00	\$ 4,008.00	\$ 6,032.00
ALLOWANCE FOR POSSIBLE INCREASES				
<i>Total cost of programs may vary depending on time of completion and price increases.</i>				
School Year 2022-2023				
****Allowance for Possible Increases for Books		10%		\$ 202.40
****Allowance for Possible Tuition Increase		15%		\$ 601.20
Total Possible Increase				\$ 803.60
****Total Estimated Cost With Increase				\$ 6,835.60
<p>For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.tcatmckenzie.edu</p>				