	Program Cost Breakdown				
	Books, Supplies, and Tuition needed for enrollment at TCAT - Mck	Kenzie			
	FALL TRIMESTER SEPTEMBERDECEMBER 2017	7			
	Administrative Office Technology				
Trimester Contact Hours 1296					
2017-2018 Year	First Trimester				
2017-2010 Teal	Item/Description	TOTAL			
Fees	Maintenance Fee	1169.00			
	Technology Fee	67.00			
	Student Activity Fee	10.00			
	Fee Totals	\$ 1,246.00			
Books/Supplies/Tool		TOTAL			
	989 Computer Essentials AOTT 1130	170.00			
	Keyboarding Mastery	48.00			
	Nuts and Bolts (Keyboarding Companion)	25.00			
9780840065	353 Calculating	45.00			
9781305581	166 The Administrative Professional	176.00			
	Calculator	30.00			
	8GB Flashdrive	11.00			
	Ear Buds	10.00			
	Total Books/Supplies	\$ 515.00			
First Trimester Totals	als	\$ 1,761.00			
	Second Trimester				
	Item/Description	TOTAL			
Fees	Maintenance Fee	1169.00			
	Technology Fee	67.00			
	Student Activity Fee	10.00			
	Fee Totals	\$ 1,246.00			
Books/Supplies/Tool					
	702 Word Processing AOTT 1200	\$ 165.00			
9781337251	099 Spreadsheet Applications AOTT 1210	\$ 85.00			
978133759969	696 Microsoft Office Procedure AOTT 1220	\$ 125.00			
	Total Books/Supplies/Tools	\$ 375.00			
	· ·	\$ -			
Second Trimester Totals		\$ 1,621.00			

	Third Trimester	
	Item/Description	<u>TOTAL</u>
Fees	Maintenance Fee	1169.00
	Technology Fee	67.00
	Student Activity Fee	10.00
	Fee Totals	\$ 1,246.00
	Third Trimester Accounting Assistant Diploma	
Books/Supplies/Tools	Time Timester Accounting Assistant Diploma	
	College Accounting Text Book	155.00
	B College Accounting Text Book Study Guide	90.00
	Payroll Accounting Biegs & Toland	240.00
	QuickBooks 2015	190.00
	Cap and Gown	30.00
	Total Books/Supplies/Tools	705.00
	Third Trimester Administrative Assistant Diploma	
Books/Supplies/Tools	I nird Trimester Administrative Assistant Diploma	<u> </u>
Dooks/Supplies/Tools	Business Communications	125.00
	Customer Service Skills for Success	150.00
9781259620720	QuickBooks 2015	190.00
	Integrated Simulation	90.00
37003043143	Cap and Gown	30.00
	Total Books/Supplies/Tools	585.00
	Third Trimester Medical Administrative Assistant Diplo	oma
Books/Supplies/Tools		
	Medical Terminology	105.00
	Understanding Medical Insurance TEXT	161.00
	Understanding Medical Insurance; Insurance workbook	64.00
	Medical Office Procedures	245.00
9781622022120		105.00
9781622022045		120.00
	Cap and Gown	30.00
		830.00

Total Program Cost Administrative Office Technology MCKENZIE CAMPUS TUITION 3 Trimesters @ \$ 1,246.00 each \$ 3,738.00 TOTAL COST BY AWARD LEVEL BOOK TUITION TOTAL General Office Assistant Certificate 515.00 \$ 1,246.00 \$ 1,761.00 890.00 \$ 2,492.00 Software Applications Specialist Certificate \$ \$ 3,382.00 Accounting Assistant Diploma \$ 1,595.00 | \$ 3,738.00 \$ 5,333.00 Administrative Assistant Diploma \$ 1,475.00 | \$ 3,738.00 | \$ 5,213.00 \$ 3,738.00 \$ 5,458.00 Medical Administrative Assistant Diploma \$ 1,720.00 ALLOWANCE FOR POSSIBLE INCREASES Total cost of programs may vary depending on time of completion and price increases. School Year- 2017-2018 ***Allowance for Possible Increases for Books 10% 172.00 ****Allowance for Possible Tuition Increase \$ 560.70 15% Total Possible Increase 732.70 ***Total Estimated Cost With Increase \$ 6,190.70

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