

Program Cost Breakdown				
<i>Books, Supplies, and Tuition needed for enrollment at TCAT - McKenzie</i>				
SUMMER TRIMESTER MAY----AUGUST 2016				
Administrative Office Technology				
<i>Trimester Contact Hours 1296</i>				
2015-2016 Year	First Trimester			
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1108.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,185.00
<i>Books/Supplies/Tools</i>				<u>TOTAL</u>
9781133801306	Computer Essentials			276.00
	Keyboarding Mastery			48.00
	Nuts and Bolts (Keyboarding Companion)			25.00
9780840065353	Calculating			47.00
9780538731041	The Administrative Professional			160.00
	Calculator			24.00
	8GB Flashdrive			11.00
	Ear Buds			8.00
	Total Books/Supplies			\$ 599.00
First Trimester Totals				\$ 1,784.00
	Second Trimester			
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			1108.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,185.00
<i>Books/Supplies/Tools</i>				
9781133852377	Microsoft Office Bundle 2010			\$ 540.00
	Total Books/Supplies/Tools			\$ 540.00
				\$ -
Second Trimester Totals				\$ 1,725.00

Third Trimester				
	<u>Item/Description</u>			<u>TOTAL</u>
<i>Fees</i>	Maintenance Fee			\$ 1,108.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,185.00
Third Trimester Accounting Assistant Diploma				
<i>Books/Supplies/Tools</i>				
9780077430627	College Accounting Text Book			155.00
9780077430573	College Accounting Text Book Study Guide			88.00
9781285091907	Payroll Accounting Biegs & Toland			214.00
9781259620720	QuickBooks 2015			190.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			677.00
Third Trimester Administrative Assistant Diploma				
<i>Books/Supplies/Tools</i>				
	Business Communications			120.00
	Customer Service Skills for Success			115.00
9781259620720	QuickBooks 2015			190.00
9780538451451	Integrated Simulation			90.00
	Cap and Gown			30.00
	Total Books/Supplies/Tools			545.00
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			206.00
9781622020751	ICD-10			125.00
9781622020270	CPT			89.00
	Cap and Gown			30.00
				780.00

Total Program Cost				
Administrative Office Technology				
MCKENZIE CAMPUS				
TUITION	3 Trimesters @	\$ 1,185.00	each	\$ 3,555.00
TOTAL COST BY AWARD LEVEL		BOOK	TUITION	TOTAL
General Office Assistant Certificate		\$ 599.00	\$ 1,185.00	\$ 1,784.00
Software Applications Specialist Certificate		\$ 1,139.00	\$ 2,370.00	\$ 3,509.00
Accounting Assistant Diploma		\$ 1,816.00	\$ 3,555.00	\$ 5,371.00
Administrative Assistant Diploma		\$ 1,684.00	\$ 3,555.00	\$ 5,239.00
Medical Administrative Assistant Diploma		\$ 1,919.00	\$ 3,555.00	\$ 5,474.00
ALLOWANCE FOR POSSIBLE INCREASES				
<i>Total cost of programs may vary depending on time of completion and price increases.</i>				
School Year- 2015-2016				
****Allowance for Possible Increases for Books		10%		\$ 191.90
****Allowance for Possible Tuition Increase		15%		\$ 533.25
Total Possible Increase				\$ 725.15
****Total Estimated Cost With Increase				\$ 6,199.15
<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>				