



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HARRIMAN

## Administrative Office Technology Program Cost Sheet

**Important Note:**

To access books outside of class, students will need access to one of the following: laptop computer, desktop computer, or tablet device with internet browser options.

**1<sup>st</sup> Trimester – General Office Assistant Certificate**

Maintenance/Tech & Activity Fees .....	1,440.00
Cengage Unlimited .....	252.00
National Work Readiness Certification .....	30.00
MOS Vouchers .....	90.00
Professional Clothing Allowance/Supplies.....	230.00
<b>Total.....</b>	<b>\$2,042.00</b>

**2<sup>nd</sup> Trimester – Office Software Specialist Certificate**

Maintenance/Tech & Activity Fees .....	1,440.00
Professional Clothing Allowance/Supplies.....	230.00
MOS Vouchers .....	180.00
<b>Total.....</b>	<b>\$1,850.00</b>

**3<sup>rd</sup> Trimester – Accounting Assistant Diploma (Choice One)**

Maintenance/Tech & Activity Fees .....	1,440.00
QuickBooks Voucher.....	108.00
Professional Clothing Allowance/Supplies.....	230.00
<b>Total.....</b>	<b>\$1,778.00</b>

**3<sup>rd</sup> Trimester – Medical Administrative Assistant Diploma (Choice Two)**

Maintenance/Tech & Activity Fees .....	1,440.00
Medical Terminology .....	73.00
NHA Study Guide/Certification Exam (per occurrence) .....	213.00
NHA Study Guide Certification Exam (optional).....	426.00
Professional Clothing Allowance/Supplies.....	230.00
<b>Total.....</b>	<b>\$2,382.00</b>

**3<sup>rd</sup> Trimester – Financial Services Diploma (Choice Three)**

Maintenance/Tech & Activity Fees .....	1,440.00
Today’s Teller Handbook .....	140.00
Professional Clothing Allowance/Supplies.....	230.00
<b>Total.....</b>	<b>\$1,810.00</b>

**3<sup>rd</sup> Trimester – Administrative/Marketing Assistant Diploma (Choice Four)**

Maintenance/Tech & Activity Fees .....	1,440.00
Digital Customer Service Book .....	18.00
Professional Clothing Allowance/Supplies.....	230.00
<b>Total.....</b>	<b>\$1,688.00</b>

**Total Cost of Program (approximately).....\$5,580.00-6,274.00**

*This list of fees covers the period from September 1, 2024, to August 31, 2025. All book, tool, and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.*

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