



## TCAT HARTSVILLE Cost Sheet 2026 - 2027

### ADMINISTRATIVE OFFICE TECHNOLOGY

**\*\*All book and supply costs are estimates and subject to change without notice.\*\***

| First Term                                       |                   | 432 Hours           | ISBN              |
|--------------------------------------------------|-------------------|---------------------|-------------------|
| Tuition                                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee                             | \$10.00           | Due at Registration |                   |
| Technology Fee                                   | \$85.00           | Due at Registration |                   |
| iCEV Prepaid (Access Cards)                      | \$89.00           | Approximate         | 978-1-6145-9189-4 |
| Administrative Professional                      | \$150.00          | Approximate         | 978-1-305-58116-6 |
| Focus on Community College                       | \$132.00          | Approximate         | 978-0-357-79202-5 |
| Cengage 12-Month Online Access                   | \$312.00          | Approximate         | 978-0-357-70001-3 |
| Microsoft Office Specialist Examination (Outloc  | \$136.00          | Approximate         | N/A               |
| <b>Total Tuition and Fees</b>                    | <b>\$2,360.00</b> |                     |                   |
| Second Term                                      |                   | 432 Hours           | ISBN              |
| Tuition                                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee                             | \$10.00           | Due at Registration |                   |
| Technology Fee                                   | \$85.00           | Due at Registration |                   |
| Microsoft Office Specialist Examination (Word)   | \$136.00          | Approximate         | N/A               |
| Microsoft Office Specialist Examination (Excell) | \$136.00          | Approximate         | N/A               |
| Microsoft Office Specialist Examination (Power   | \$136.00          | Approximate         | N/A               |
| <b>Total</b>                                     | <b>\$1,949.00</b> |                     |                   |
| Third Term - Accounting Assistant                |                   | 432 Hours           | ISBN              |
| Tuition                                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee                             | \$10.00           | Due at Registration |                   |
| Technology Fee                                   | \$85.00           | Due at Registration |                   |
| College Accounting                               | \$330.00          | Approximate         | 978-0-357-98969-2 |
| Payroll Accounting                               | \$346.00          | Approximate         | 978-0-357-98869-5 |
| Quickbooks Online for Accounting                 | \$242.00          | Approximate         | 978-0-357-98849-7 |
| Quickbooks Certification                         | \$214.00          | Approximate         | N/A               |
| <b>Total</b>                                     | <b>\$2,673.00</b> |                     |                   |
| Third Term - Administrative Assistant            |                   | 432 Hours           | ISBN              |
| Tuition                                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee                             | \$10.00           | Due at Registration |                   |
| Technology Fee                                   | \$85.00           | Due at Registration |                   |

|                                  |                   |             |                   |
|----------------------------------|-------------------|-------------|-------------------|
| BCOM                             | \$103.00          | Approximate | 978-0-357-90124-3 |
| SELL 7                           | \$124.00          | Approximate | 978-0-357-90138-0 |
| Quickbooks Online for Accounting | \$242.00          | Approximate | 978-0-357-98849-7 |
| Quickbooks Certification         | \$214.00          | Approximate | N/A               |
| <b>Total</b>                     | <b>\$2,224.00</b> |             |                   |

| <b>Third Term - Medical Administrative Assistant</b> | <b>432 Hours</b> | <b>ISBN</b> |
|------------------------------------------------------|------------------|-------------|
|------------------------------------------------------|------------------|-------------|

|                                             |                   |                     |                   |
|---------------------------------------------|-------------------|---------------------|-------------------|
| Tuition                                     | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee                        | \$10.00           | Due at Registration |                   |
| Technology Fee                              | \$85.00           | Due at Registration |                   |
| Medical Terminology 350                     | \$49.00           | Approximate         | 978-0-914901-12-9 |
| Administrative Medical Assisting            | \$190.00          | Approximate         | 978-0-357-76527-2 |
| Understanding Health Insurance Text         | \$251.00          | Approximate         | 978-0-357-93206-3 |
| Essentials of Health Information Management | \$181.00          | Approximate         | 978-0-357-62425-8 |
| <b>Total</b>                                | <b>\$2,212.00</b> |                     |                   |

| <b>Third Term - Financial Services</b> | <b>432 Hours</b> | <b>ISBN</b> |
|----------------------------------------|------------------|-------------|
|----------------------------------------|------------------|-------------|

|                                  |                   |                     |                   |
|----------------------------------|-------------------|---------------------|-------------------|
| Tuition                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee             | \$10.00           | Due at Registration |                   |
| Technology Fee                   | \$85.00           | Due at Registration |                   |
| BCOM                             | \$103.00          | Approximate         | 978-0-357-90124-3 |
| SELL 7                           | \$124.00          | Approximate         | 978-0-357-90138-0 |
| Prin. of Banking                 | \$197.00          | Approximate         | 978-0-899-82747-6 |
| Today's Teller                   | \$95.00           | Approximate         | 978-0-8998-2716-2 |
| Quickbooks Online for Accounting | \$242.00          | Approximate         | 978-0-357-98849-7 |
| Quickbooks Certification         | \$214.00          | Approximate         | N/A               |
| <b>Total</b>                     | <b>\$2,516.00</b> |                     |                   |

| <b>Third Term - Administrative Social Media/Marketing</b> | <b>432 Hours</b> |
|-----------------------------------------------------------|------------------|
|-----------------------------------------------------------|------------------|

|                                  |                   |                     |                   |
|----------------------------------|-------------------|---------------------|-------------------|
| Tuition                          | \$1,446.00        | Due at Registration |                   |
| Student Activity Fee             | \$10.00           | Due at Registration |                   |
| Technology Fee                   | \$85.00           | Due at Registration |                   |
| BCOM                             | \$103.00          | Approximate         | 978-0-357-90124-3 |
| SELL 7                           | \$124.00          | Approximate         | 978-0-357-90138-0 |
| Quickbooks Online for Accounting | \$242.00          | Approximate         | 978-0-357-98849-7 |
| Quickbooks Certification         | \$214.00          | Approximate         | N/A               |
| Digital Media Concepts           | \$99.00           | Approximate         | 978-1-305-66172-1 |
| Social Media Marketing           | \$198.00          | Approximate         | 978-0-357-51618-8 |
| <b>Total</b>                     | <b>\$2,521.00</b> |                     |                   |

|                                                                                  |                   |
|----------------------------------------------------------------------------------|-------------------|
| <b>Total Estimated Program Cost for Accounting Diploma</b>                       | <b>\$6,982.00</b> |
| <b>Total Estimated Program Cost for Administrative Assistant Diploma</b>         | <b>\$6,533.00</b> |
| <b>Total Estimated Program Cost for Medical Administrative Assistant Diploma</b> | <b>\$6,521.00</b> |
| <b>Total Estimated Program Cost for Financial Services Diploma</b>               | <b>\$6,825.00</b> |
| <b>Total Estimated Program Cost for Admin. Social Media/Marketing Diploma</b>    | <b>\$6,830.00</b> |

Updated: July 2026