

## 2022-23 ACADEMIC YEAR ADMINISTRATIVE OFFICE TECHNOLOGY ESTIMATED STUDENT EXPENSE

First Trimester Estimated Expense (required of all certificate and diploma levels)		
<b>Tuition, Technology Access Fee and Student Activity Fees</b>		1,336.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Administrative Professional	978-1-305-58116-6	200.00
Focus on Community College	978-1-337-40612-3	102.00
Cengage 12-Month Online Access Fee	978-0-357-70001-3	190.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		492.00
<b>TOTAL ESTIMATED FIRST TRIMESTER EXPENSE</b>		<b>1,828.00</b>
Second Trimester Estimated Expense (required of all certificate and diploma levels)		
<b>Tuition, Technology Access Fee and Student Activity Fees</b>		1,336.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Microsoft Office Specialist Examination Fee	978-1-337-28056-3	100.00
Microsoft Office Specialist Examination Fee w/ retake	978-0-357-11717-0	120.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		220.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,556.00</b>
ACCOUNTING DIPLOMA PATHWAY		
<b>Third Trimester Estimated Expense (required of all certificate and diploma levels)</b>		
<b>Tuition, Technology Access Fee and Student Activity Fees</b>		1,336.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Accounting	978-1-337-90268-7	255.00
Payroll Accounting 2022	978-0-357-51875-5	207.00
QuickBooks Online for Accounting	978-0-357-72225-1	202.00
QuickBooks Certification	N/A	134.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		798.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>2,134.00</b>
ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
<b>Third Trimester Estimated Expense (required of all certificate and diploma levels)</b>		
<b>Tuition, Technology Access Fee and Student Activity Fees</b>		1,336.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
BCOM - Business Communication	978-0-357-02658-8	80.00
The World of Customer Service	978-0-8400-6424-0	165.00
QuickBooks Online for Accounting	978-0-357-72225-1	202.00
QuickBooks Certification	N/A	134.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		581.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,917.00</b>
MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
<b>Third Trimester Estimated Expense (required of all certificate and diploma levels)</b>		
<b>Tuition, Technology Access Fee and Student Activity Fees</b>		1,336.00
<b>Books and Supplies</b>	<b>ISBN</b>	<b>Estimated Cost</b>
Medical Terminology	978-0-914901-12-9	37.00
Administrative Medical Assisting	978-1-305-96480-8	133.00
Understanding Health Insurance textbook	978-0-357-62135-6	194.00
Essentials of Health Information Management textbook	978-1-337-62425-8	132.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		496.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,832.00</b>
<b>TOTAL ESTIMATED ACCOUNTING DIPLOMA PROGRAM EXPENSE</b>		<b>5,518.00</b>
<b>TOTAL ESTIMATED ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,301.00</b>
<b>TOTAL ESTIMATED MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,216.00</b>