



## TCAT HARTSVILLE Cost Sheet 2025 - 2026

### ADMINISTRATIVE OFFICE TECHNOLOGY

The General Office Assistant Certificate requires completion of the first term (432 hours). The Administrative Support Specialist Certificate requires completion of the first two terms (864 hours). The Administrative Office Technology Diploma requires completion of three terms (1,296 hours), with the final term selected from the available concentrations, including Accounting Assistant, Administrative Assistant, Medical Administrative Assistant, Financial Services, or Administrative Social Media/Marketing.

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

First Term - General Office Assistant		432 Hours	ISBN
Tuition	<b>\$1,404.00</b>	Due at Registration	
Student Activity Fee	<b>\$10.00</b>	Due at Registration	
Technology Fee	<b>\$73.00</b>	Due at Registration	
Administrative Professional	<b>\$199.00</b>	Approximate	<b>978-1-305-58116-6</b>
Focus on Community College	<b>\$132.00</b>	Approximate	<b>978-0-357-79202-5</b>
Cengage 12-Month Online Access	<b>\$312.00</b>	Approximate	<b>978-0-357-70001-3</b>
Microsoft Office Specialist Examination (Outlook)	<b>\$136.00</b>	Approximate	<b>N/A</b>
<b>Total Tuition and Fees</b>	<b>\$2,266.00</b>		
Second Term - Administrative Support Specialist		432 Hours	ISBN
Tuition	<b>\$1,404.00</b>	Due at Registration	
Student Activity Fee	<b>\$10.00</b>	Due at Registration	
Technology Fee	<b>\$73.00</b>	Due at Registration	
Microsoft Office Specialist Examination (Word)	<b>\$136.00</b>	Approximate	<b>N/A</b>
Microsoft Office Specialist Examination (Excell)	<b>\$136.00</b>	Approximate	<b>N/A</b>
Microsoft Office Specialist Examination (Powerpoint)	<b>\$136.00</b>	Approximate	<b>N/A</b>
<b>Total</b>	<b>\$1,895.00</b>		
Third Term - Accounting Assistant		432 Hours	ISBN
Tuition	<b>\$1,404.00</b>	Due at Registration	
Student Activity Fee	<b>\$10.00</b>	Due at Registration	
Technology Fee	<b>\$73.00</b>	Due at Registration	
College Accounting	<b>\$330.00</b>	Approximate	<b>978-0-357-98969-2</b>
Payroll Accounting	<b>\$330.00</b>	Approximate	<b>978-0-357-98869-5</b>
Quickbooks Online for Accounting	<b>\$242.00</b>	Approximate	<b>978-0-357-98849-7</b>
Quickbooks Certification	<b>\$214.00</b>	Approximate	<b>N/A</b>
<b>Total</b>	<b>\$2,603.00</b>		
Third Term - Administrative Assistant		432 Hours	ISBN
Tuition	<b>\$1,404.00</b>	Due at Registration	
Student Activity Fee	<b>\$10.00</b>	Due at Registration	
Technology Fee	<b>\$73.00</b>	Due at Registration	
BCOM	<b>\$103.00</b>	Approximate	<b>978-0-357-90124-3</b>
SELL 7	<b>\$105.00</b>	Approximate	<b>978-0-357-90138-0</b>
Quickbooks Online for Accounting	<b>\$242.00</b>	Approximate	<b>978-0-357-98849-7</b>

Quickbooks Certification	\$214.00	Approximate	N/A
<b>Total</b>	<b>\$2,151.00</b>		
<b>Third Term - Medical Administrative Assistant</b>		<b>432 Hours</b>	<b>ISBN</b>
Tuition	\$1,404.00	Due at Registration	
Student Activity Fee	\$10.00	Due at Registration	
Technology Fee	\$73.00	Due at Registration	
Medical Terminology 350	\$49.00	Approximate	978-0-914901-12-9
Administrative Medical Assisting	\$165.00	Approximate	978-0-357-76527-2
Understanding Health Insurance Text	\$251.00	Approximate	978-0-357-93206-3
Essentials of Health Information Management Text	\$153.00	Approximate	978-0-357-62425-8
<b>Total</b>	<b>\$2,105.00</b>		
<b>Third Term - Financial Services</b>		<b>432 Hours</b>	<b>ISBN</b>
Tuition	\$1,404.00	Due at Registration	
Student Activity Fee	\$10.00	Due at Registration	
Technology Fee	\$73.00	Due at Registration	
BCOM	\$103.00	Approximate	978-0-357-90124-3
SELL 7	\$105.00	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>\$2,443.00</b>		
<b>Third Term - Administrative Social Media/Marketing</b>		<b>432 Hours</b>	
Tuition	\$1,404.00	Due at Registration	
Student Activity Fee	\$10.00	Due at Registration	
Technology Fee	\$73.00	Due at Registration	
BCOM	\$103.00	Approximate	978-0-357-90124-3
SELL 7	\$105.00	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>\$2,448.00</b>		
<b>Total Estimated Program Cost for Accounting Diploma</b>			<b>\$6,764.00</b>
<b>Total Estimated Program Cost for Administrative Assistant Diploma</b>			<b>\$6,312.00</b>
<b>Total Estimated Program Cost for Medical Administrative Assistant Diploma</b>			<b>\$6,266.00</b>
<b>Total Estimated Program Cost for Financial Services Diploma</b>			<b>\$6,604.00</b>
<b>Total Estimated Program Cost for Admin. Social Media/Marketing Diploma</b>			<b>\$6,609.00</b>

Updated: March 2026