

## 2021-22 ACADEMIC YEAR ADMINISTRATIVE OFFICE TECHNOLOGY ESTIMATED STUDENT EXPENSE

<b>First 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>
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	180.00
USB Flash Drive 4GB	N/A	13.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		495.00
<b>TOTAL ESTIMATED FIRST TRIMESTER EXPENSE</b>		<b>1,831.00</b>
<b>Second 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>
Microsoft Office Specialist Examination Fee	978-1-337-28056-3	255.00
Microsoft Office Specialist Examination Fee w/ retake	978-0-357-11717-0	192.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		447.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,783.00</b>
<b>ACCOUNTING DIPLOMA PATHWAY</b>		
<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	978-1-337-28056-3	255.00
Payroll Accounting 2020	978-0-357-11717-0	192.00
QuickBooks Online for Accounting	978-0-357-44216-6	141.00
QuickBooks Certification	N/A	134.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		722.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>2,058.00</b>
<b>ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY</b>		
<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	147.00
QuickBooks Online for Accounting	978-0-357-44216-6	141.00
QuickBooks Certification	N/A	134.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		502.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,838.00</b>
<b>MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY</b>		
<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	978-0-357-37864-9	194.00
Understanding Health Insurance workbook	978-0-357-37865-6	74.00
Essentials of Health Information Management textbook	978-1-337-55367-4	123.00
Essentials of Health Information Management workbook	978-1-337-55369-8	95.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		656.00
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,992.00</b>
<b>TOTAL ESTIMATED ACCOUNTING DIPLOMA PROGRAM EXPENSE</b>		<b>5,672.00</b>
<b>TOTAL ESTIMATED ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,452.00</b>
<b>TOTAL ESTIMATED MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,606.00</b>