

2023-24 ACADEMIC YEAR ADMINISTRATIVE OFFICE TECHNOLOGY ESTIMATED STUDENT EXPENSE

First Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,373.00
Books and Supplies	ISBN	Estimated Cost
Administrative Professional	978-1-305-58116-6	199.00
Focus on Community College	978-1-337-40612-3	102.00
Cengage 12-Month Online Access Fee	978-0-357-70001-3	238.00
TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE		539.00
TOTAL ESTIMATED FIRST TRIMESTER EXPENSE		1,912.00
Second Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,373.00
Books and Supplies	ISBN	Estimated Cost
Microsoft Office Specialist Examination Fee		130.00
Microsoft Office Specialist Examination Fee w/ retake		150.00
TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE		280.00
TOTAL ESTIMATED THIRD TRIMESTER EXPENSE		1,653.00
ACCOUNTING DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,373.00
Books and Supplies	ISBN	Estimated Cost
Accounting	978-1-337-90268-7	255.00
Payroll Accounting 2022	978-0-357-51875-5	222.00
QuickBooks Online for Accounting	978-0-357-72221-3	206.00
QuickBooks Certification	N/A	195.00
TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE		878.00
TOTAL ESTIMATED THIRD TRIMESTER EXPENSE		2,251.00
ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,373.00
Books and Supplies	ISBN	Estimated Cost
BCOM - Business Communication	978-0-357-02659-5	95.00
The World of Customer Service	978-0-8400-6424-0	147.00
QuickBooks Online for Accounting	978-0-357-72221-3	206.00
QuickBooks Certification	N/A	195.00
TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE		643.00
TOTAL ESTIMATED THIRD TRIMESTER EXPENSE		2,016.00
MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,373.00
Books and Supplies	ISBN	Estimated Cost
Medical Terminology	978-0-914901-12-9	49.00
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	135.00
TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE		511.00
TOTAL ESTIMATED THIRD TRIMESTER EXPENSE		1,884.00
TOTAL ESTIMATED ACCOUNTING DIPLOMA PROGRAM EXPENSE		5,816.00
TOTAL ESTIMATED ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE		5,581.00
TOTAL ESTIMATED MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE		5,449.00