

## 2024-25 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		1,440.00
Books and Supplies	ISBN	Estimated Cost
Administrative Professional	978-1-305-58116-6	199.00
Focus on Community College	978-0-357-79202-5	128.00
Cengage 12-Month Online Access Fee	978-0-357-70001-3	250.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>577.00</b>
<b>TOTAL ESTIMATED FIRST TRIMESTER EXPENSE</b>		<b>2,017.00</b>
Second Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
Microsoft Office Specialist Examination Fee		136.00
Microsoft Office Specialist Examination Fee w/ retake		157.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>293.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,733.00</b>
ACCOUNTING DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
College Accounting	978-0-357-98969-2	*** see below
Payroll Accounting	978-0-357-90105-2	*** see below
QuickBooks Online for Accounting	978-0-357-98849-7	*** see below
QuickBooks Certification	N/A	214.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>214.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,654.00</b>
ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
BCOM - Business Communication	978-0-357-90124-3	*** see below
SELL 7	978-0-357-90138-0	*** see below
QuickBooks Online for Accounting	978-0-357-98849-7	*** see below
QuickBooks Certification	N/A	214.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>214.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,654.00</b>
MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
Medical Terminology	978-0-914901-12-9	49.00
Administrative Medical Assisting	978-0-357-76527-2	*** see below
Understanding Health Insurance textbook	978-8-214-11297-8	*** see below
MOSS 4.0	978-0-357-93308-4	*** see below
Essentials of Health Information Management textbook	978-0-357-62425-8	*** see below
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>49.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,489.00</b>
FINANCIAL SERVICES DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
BCOM - Business Communication	978-0-357-90124-3	*** see below
SELL 7	978-0-357-90138-0	*** see below
Contemporary Math	978-0-357-02644-1	*** see below
Today's Teller	978-0-8998-2716-2	115.00
Quickbooks Online for Accounting	978-0-357-98849-7	*** see below
Quickbooks Certification	N/A	214.00
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>329.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,769.00</b>
ADMIN/MARKETING DIPLOMA PATHWAY		
Third Trimester Estimated Expense (required of all certificate and diploma levels)		
Tuition, Technology Access Fee and Student Activity Fees		1,440.00
Books and Supplies	ISBN	Estimated Cost
BCOM - Business Communication	978-0-357-90124-3	*** see below
SELL 7	978-0-357-90138-0	*** see below
QuickBooks Online for Accounting	978-0-357-98849-7	*** see below
QuickBooks Certification	N/A	214.00
Digital Media Concepts	978-1-305-66172-1	*** see below
Social Media Marketing	978-0-357-51618-8	*** see below
<b>TOTAL ESTIMATED BOOKS AND SUPPLIES EXPENSE</b>		<b>214.00</b>
<b>TOTAL ESTIMATED THIRD TRIMESTER EXPENSE</b>		<b>1,654.00</b>
*** CENGAGE Unlimited One Year Subscription covers these titles. ***		
<b>TOTAL ESTIMATED ACCOUNTING DIPLOMA PROGRAM EXPENSE</b>		<b>5,404.00</b>
<b>TOTAL ESTIMATED ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,404.00</b>
<b>TOTAL ESTIMATED MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM EXPENSE</b>		<b>5,239.00</b>
<b>TOTAL ESTIMATED FINANCIAL SERVICES DIPLOMA PROGRAM EXPENSE</b>		<b>5,519.00</b>
<b>TOTAL ESTIMATED ADMIN/MARKETING DIPLOMA PROGRAM EXPENSE</b>		<b>5,404.00</b>