

**TCAT at Murfreesboro -Administrative Office Technology - Administrative Assistant
Fees and Supplies Estimated Cost
2019 - 2020**

eBook Options available - Speak to your teacher for details

First Term		TUITION / FEES	BOOKS	SUPPLIES	TOTALS
Tuition:	Tuition	\$1,312.00			
Fees:		\$0.00			
Books:	9781337556354 - Cengage - The Essential Guide To Becoming A Master Student, 5th Edition***		\$54.00		
	9781337213431 - Cengage - Keyboarding and Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral Bound Version, 20th Edition and SAM 1 Term (6 Months) Printed Access Code***		\$215.00		
	9781111575861 - Cengage - Procedures and Theory for Administrative Professionals, 7th Edition***		\$145.00		
	9781591368281 - Labyrinth - Your Digital Foundation and eLab Printed Access Code		\$63.00		
Supplies:	College Ruled Paper (8.5x11"), Binder, Blue or Black Pens, Highlighters			\$15.00	
TOTAL - 1st Term:		\$1,312.00	\$477.00	\$15.00	\$1,804.00

Second Term		TUITION / FEES	BOOKS	SUPPLIES	TOTALS
Tuition:	Tuition	\$1,312.00			
Fees:		\$0.00			
Books:	9780763869809 - Paradigm - Benchmark Series: Microsoft Office 2016 - Text and SNAP 2016 Printed Access Code		\$183.00		
Supplies:	College Ruled Paper (8.5x11"), Binder, Blue or Black Pens, Highlighters			\$15.00	
TOTAL - 2nd Term:		\$1,312.00	\$183.00	\$15.00	\$1,510.00

Third Term		TUITION / FEES	BOOKS	SUPPLIES	TOTALS
Tuition:	Tuition	\$1,312.00			
Fees:		\$0.00			
Books:	9781337403900 - Cengage - Business Communication, 3rd Edition***		\$120.00		
	9780538740289 - Cengage - 21st Century Business: Customer Service, 2nd Edition***		\$45.00		
	9781640610422 - Labyrinth - QuickBooks Desktop 2019: Comprehensive and eLab Printed Access Code and Trial Software		\$120.00		
Supplies:	College Ruled Paper (8.5x11"), Binder, Blue or Black Pens, Highlighters			\$15.00	
TOTAL - 3rd Term:		\$1,312.00	\$285.00	\$15.00	\$1,612.00

Fees, books, and supplies prices are subject to change.

GRAND TOTAL	\$3,936.00	\$945.00	\$45.00	\$4,926.00
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TRA and other agencies please allow an estimated increase of 20% of possible increases in Tuition, Fees, Books, Supplies & Tools.	20% Increase	\$985.20
	Total	\$5,911.20

*** Cengage Unlimited costs \$179.99 per year.