



Student Name: \_\_\_\_\_

S#: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

| Administrative Office Technology - COVINGTON                        |  | Cost estimates based on: |
|---|--|--------------------------|
| 1296 Hours  |  | 2025-2026 Academic Year  |
| All books and materials listed are required unless otherwise noted. |  |                          |

| Term 1: 432 Hours                       |               |                |        |
|---|---------------|----------------|--------|
| Item                                    | ISBN#         | Estimated Cost |        |
| Cengage Unlimited 12 month subscription | 9780357700013 | \$             | 270.00 |
| Centon USB 2 16GB                       | USB           | \$             | 6.00   |
| MOS Word Exam                           | Certiport     | \$             | 150.00 |
| 1 T-Shirts                              | T-Shirt       | \$             | 20.00  |

|                      |    |          |
|----------------------|----|----------|
| Books & Supplies     | \$ | 446.00   |
| Tuition              | \$ | 1,404.00 |
| Tech Access Fee      | \$ | 73.00    |
| Student Activity Fee | \$ | 10.00    |
| Term 1 Estimate:     | \$ | 1,933.00 |

\*Tax and/or Shipping/Delivery Rates may apply.

| Term 2: 432 Hours   |           |                |        |
|---------------------|-----------|----------------|--------|
| Item                | ISBN#     | Estimated Cost |        |
| MOS Excel Exam      | Certiport | \$             | 150.00 |
| MOS PowerPoint Exam | Certiport | \$             | 150.00 |

|                      |    |          |
|----------------------|----|----------|
| Books & Supplies     | \$ | 300.00   |
| Tuition              | \$ | 1,404.00 |
| Tech Access Fee      | \$ | 73.00    |
| Student Activity Fee | \$ | 10.00    |
| Term 2 Estimate:     | \$ | 1,787.00 |

\*Tax and/or Shipping/Delivery Rates may apply.

| Term 3: 432 Hours  |           |                |        |
|--|-----------|----------------|--------|
| Elective (Medical Administrative Assistant)                    | ISBN#     | Estimated Cost |        |
| Medical Administrative Assistant Certification Test (optional) | Certiport | \$             | 150.00 |

|                      |    |          |
|----------------------|----|----------|
| Books & Supplies     | \$ | 300.00   |
| Tuition              | \$ | 1,404.00 |
| Tech Access Fee      | \$ | 73.00    |
| Student Activity Fee | \$ | 10.00    |
| Term 3 Estimate:     | \$ | 1,487.00 |

\*Tax and/or Shipping/Delivery Rates may apply.

| Term 3: 432 Hours                        |           |                |        |
|--|-----------|----------------|--------|
| Elective (Accounting)                    | ISBN#     | Estimated Cost |        |
| QuickBooks Certification Test (optional) | Certiport | \$             | 150.00 |

|                      |    |          |
|----------------------|----|----------|
| Books & Supplies     | \$ | 150.00   |
| Tuition              | \$ | 1,404.00 |
| Tech Access Fee      | \$ | 73.00    |
| Student Activity Fee | \$ | 10.00    |
| Term 3 Estimate:     | \$ | 1,637.00 |

\*Tax and/or Shipping/Delivery Rates may apply.

| Estimated Administrative Office Technology |  |  |  |
|--|--|--|--|
|--|--|--|--|

|                      |    |          |
|----------------------|----|----------|
| Books & Supplies     | \$ | 1,046.00 |
| Tuition              | \$ | 4,212.00 |
| Tech Access Fee      | \$ | 219.00   |
| Student Activity Fee | \$ | 30.00    |
| Total Estimate:      | \$ | 5,507.00 |

\*Tax and/or Shipping/Delivery Rates may apply.

The college reserves the right for prices to vary as this is an estimate.

Supplies are taxable. Books are not taxable.

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.