

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
910 MILLER AVENUE  
CROSSVILLE, TN 38555

**Administrative Office Technology**  
**Trimester 1, 2 & 3**  
**Medical Administrative Assistant**

<u>Item</u>	<u>Approximate Cost</u>
*Solving Business Problems Using a Calculator ISBN 9780078300202	\$ 90.00
*Gregg College Keyboarding w/online code ISBN 9780077824631	\$200.00
*Records Management Simulation ISBN 9781305119178	\$160.00
Cengage Unlimited ISBN 9780357700044	<u>\$195.00</u>
<b>TOTAL</b>	<b>\$ 645.00</b>
<b><u>2<sup>nd</sup> Trimester</u></b>	
**Excel MOS Certification test	100.00
**Word MOS Certification test	<u>100.00</u>
<b>TOTAL</b>	<b>\$200.00</b>

**\*These books are required to begin your training.**  
**\*\* online testing fees cannot be paid through the school. Must be paid directly to testing site by the student.**

**NOTE: Book prices may change during the school year. This list is provided to give the student an estimate of book costs.**

**All books are available in the school business office.**

**Effective: November, 2018**