



TCAT Henry Carroll Cost Sheet

Administrative Office Technology

2025 - 2026

Total Program = 1296 Hours

****All Tuition & Fees and all Books & Supplies charges are due on the first day of the term. ****

****All book and supply costs are estimates and subject to change without notice.****

First Term – 432 Hours	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Cengage Ultimate Learning	\$260.26	Books/Supplies/Tools
Keyboarding Mastery	\$64.35	Books/Supplies/Tools
Calculator	\$39.46	Books/Supplies/Tools
32GB Flash Drive	\$7.82	Books/Supplies/Tools
Ear Buds	\$3.60	Books/Supplies/Tools
Total Books and Supplies	\$375.49	
Potential Additional Cost	\$56.32	
Term Total	\$1,918.81	

Second Term – 432 Hours	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	

The Third Term costs are broken down by Diploma Pathways. Students are only responsible for the Tuition, Fees, and Books associated with their chosen area of concentration (Accounting, Administrative, Medical, or Marketing).

Third Term – 432 Hours - Accounting Assistant	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
College Accounting Textbook w/Connect ISBN: 9781264520442	\$251.80	Books/Supplies/Tools
Payroll Accounting 2026 w/Connect ISBN: 9781265750398	\$490.80	Books/Supplies/Tools
Computer Acct. w/Quickbooks Online 4th Ed. ISBN: 9781266333118	\$290.88	Books/Supplies/Tools
Graduation Supplies Bundle	\$40.00	Books/Supplies/Tools
Total Books and Supplies	\$1,073.48	
Potential Additional Cost	\$161.02	
Term Total	\$2,721.50	

Third Term – 432 Hours - Administrative Assistant	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Customer Serv.Skills for Success, 8th Ed. w/Conn <i>ISBN: 9781265459345</i>	\$320.79	Books/Supplies/Tools
Computer Acct. w/Quickbooks Online 4th Ed. <i>ISBN: 9781266333118</i>	\$290.88	Books/Supplies/Tools
Graduation Supplies Bundle	\$40.00	Books/Supplies/Tools
Total Books and Supplies	\$651.67	
Potential Additional Cost	\$97.75	
Term Total	\$2,236.42	

Third Term – 432 Hours - Medical Administrative Assistant	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Medical Office Procedures w/Connect <i>ISBN: 9781266359866</i>	\$171.95	Books/Supplies/Tools
ICD-10 2022 <i>ISBN: 9781622022120</i>	\$105.00	Books/Supplies/Tools
CPT 2022 <i>ISBN: 9781622022045</i>	\$120.00	Books/Supplies/Tools
Integrated Electronic Health Records w/Connect <i>ISBN: 9781264155026</i>	\$229.20	Books/Supplies/Tools
Graduation Supplies Bundle	\$40.00	Books/Supplies/Tools
Total Books and Supplies	\$666.15	
Potential Additional Cost	\$99.92	
Term Total	\$2,253.07	

Third Term – 432 Hours – Admin Marketing Assistant	Cost	Category
Tuition	\$1404.00	Tuition & Fees
Technology Access Fee	\$73.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,487.00	
Customer Serv.Skills for Success, 8th Ed. w/Conn. ISBN: 9781265459345	\$320.79	Books/Supplies/Tools
Computer Acct. w/Quickbooks Online 4th Ed. ISBN: 9781266333118	\$290.88	Books/Supplies/Tools
Social Media and Marketing ISBN: 9780999630242	\$156.00	Books/Supplies/Tools
Graduation Supplies Bundle	\$40.00	Books/Supplies/Tools
Total Books and Supplies	\$807.67	
Potential Additional Cost	\$121.15	
Term Total	\$2,415.82	

Disclaimer:

** Prior to making purchases through a third party, we recommend contacting the appropriate TCAT Henry/Carroll campus bookstore to verify current ISBN numbers.

**Prices do not include tax.

ALLOWANCE FOR POSSIBLE INCREASES:

The total cost of programs may vary depending on the time of completion and price increases.

***Students should plan for potential program cost variances (15%) due to changes in shipping costs, product costs, and edition changes.*

Updated: 04/10/2026