



TCAT Hohenwald Cost Sheet

Administrative Office Technology

2026 - 2027

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	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
Keyboarding & Document Formatting Essentials ISBN: 9798319741776	\$179.00	Books/Supplies/Tools
Practicing College Learning Strategies 7th Edition ISBN: 9781305109599	\$116.05	Books/Supplies/Tools
Computer Concepts 2018 ISBN: 9781305951495	\$210.55	Books/Supplies/Tools
Business Math Brief a la Carte 10th Edition ISBN: 9780321931450	\$168.00	Books/Supplies/Tools
Office Procedures 8th Edition ISBN: 9780135063897	\$197.99	Books/Supplies/Tools
Microsoft Outlook 365 2019 Edition ISBN: 9780763895136	\$99.00	Books/Supplies/Tools
USB Flash Drive	\$6.00	Books/Supplies/Tools
Total Books and Supplies	\$976.59	
Term Total	\$2,517.59	

Second Term – 432 Hours	Cost	Category
Tuition	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
Microsoft Office 2019 Benchmark Series & Word Level 2 Bundle with Cirrus ISBN: 9798765751930	\$220.00	Books/Supplies/Tools
Records Management ISBN: 9781305119161	\$162.00	Books/Supplies/Tools
The Job-Hunting Handbook ISBN: 9780940712652	\$9.59	Books/Supplies/Tools
Total Books and Supplies	\$391.59	
Term Total	\$1,932.59	

For the Third Trimester, you will select one of the following diploma paths:

Third Term – 432 Hours Administrative Assistant Diploma Option		
	Cost	Category
Tuition	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
Essentials of Business Communications 11e <i>ISBN: 9781337386494</i>	\$107.00	Books/Supplies/Tools
Customer Service <i>ISBN: 9780133056259</i>	\$99.00	Books/Supplies/Tools
College Accounting 17th Edition <i>ISBN: 9781265659530</i>	\$237.00	Books/Supplies/Tools
Total Books and Supplies	\$443.00	
Total	\$1,984.00	

Third Term – 432 Hours Accounting Assistant Diploma Option		
	Cost	Category
Tuition	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
College Accounting 17th Edition <i>ISBN: 9781265659530</i>	\$237.00	Books/Supplies/Tools
Payroll Accounting 9th Edition <i>ISBN: 9781640613607</i>	\$132.00	Books/Supplies/Tools
QuickBooks Online 2026-2027 <i>ISBN: 9781640616721</i>	\$180.00	Books/Supplies/Tools
Total Books and Supplies	\$549.00	
Total	\$2,090.00	

Third Term – 432 Hours Medical Administrative Assistant Diploma Option		
	Cost	Category
Tuition	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
Medical Terminology 9th Edition <i>ISBN: 9780357513699</i>	\$145.75	Books/Supplies/Tools
Kinns Ad. Medical Assist. 15th Edition <i>ISBN: 9780323874236</i>	\$100.00	Books/Supplies/Tools
Medical Insurance <i>ISBN: 9780323594400</i>	\$136.00	Books/Supplies/Tools
Medical Insurance Workbook <i>ISBN: 9780323594417</i>	\$40.00	Books/Supplies/Tools
Intro to Medical Coding <i>ISBN: 9780323790383</i>	\$105.00	Books/Supplies/Tools

Step by Step Medical Coding Workbook ISBN: 9780323790390	\$45.00	Books/Supplies/Tools
The Electronic Health Record - Physician's Office SimChart Bundle ISBN: 9780323822572	\$65.70	Books/Supplies/Tools
Total Books and Supplies	\$637.45	
Total	\$2,178.45	

Third Term – 432 Hours Financial Services Diploma Option		
	Cost	Category
Tuition	\$1,446.00	Tuition & Fees
Technology Access Fee	\$85.00	Tuition & Fees
Student Activity Fee	\$10.00	Tuition & Fees
Total Tuition and Fees	\$1,541.00	
Essentials of Business Communications 11e ISBN: 9781337386494	\$107.00	Books/Supplies/Tools
Customer Service ISBN: 9780133056259	\$99.00	Books/Supplies/Tools
College Accounting 17e ISBN: 9781265659530	\$237.00	Books/Supplies/Tools
The Tellers Handbook ISBN: 9780786312160	\$32.00	Books/Supplies/Tools
Total Books and Supplies	\$475.00	
Total	\$2,016.00	

Disclaimer:

** Prior to making purchases through a third party, we recommend contacting the TCAT Hohenwald 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: 09/14/2026