



TCAT Upper Cumberland Cost Sheet 2026-2027

Administrative Office Technology

The General Office Assistant Certificate requires completion of the first trimester only. The Software Applications Specialist Certificate requires completion of the first two trimesters. The Administrative Assistant Diploma requires completion of three trimesters, with the last trimester being selected from the available concentrations.

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

First Term		432 Total Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
Solving Business Problems Using a Calculator	\$153.00	Approximate
Cengage Unlimited 1 Yr. Access	\$300.00	Approximate
TCATUC: Cirrus2 Key&Doc Ess ISBN: 9798319741295	\$208.00	Approximate
Total Tuition and Fees	\$2,202.00	
Second Term		864 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
Excel MOS Certification	\$100.00	Online testing fee
Word MOS Certification	\$100.00	Online testing fee
Total	\$1,741.00	
Third Term - Accounting Assistant		1296 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
*CONNECT ACCESS CARD FOR COMPUTER ACCOUNTING WITH	\$180.00	Approximate
Total	\$1,721.00	
Third Term - Administrative Assistant		1296 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
*CONNECT ACCESS CARD FOR COMPUTER ACCOUNTING WITH	\$180.00	Approximate
Total	\$1,721.00	
Third Term -Financial Services		1296 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
Financial Functions 9781265124632	\$216.00	Approximate
ABA Today's Teller: Developing Basis Teller Skills 9780899827162	\$157.00	Approximate
Total	\$1,914.00	
Third Term - Legal Administrative Assistant		1296 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
Legal Terminology seventh edition ISBN 9780133766974	\$265.00	Approximate
Total	\$1,806.00	
Third Term - Medical Billing and Coding		1296 Hours
Tuition	\$1,446.00	Due at Registration
Student Activity Fee	\$10.00	Due at Registration
Technology Fee	\$85.00	Due at Registration
ICD-10-CM Expert Spiral GITPS26	\$148.00	Approximate
CPT Professional Spiral 2026	\$166.00	Approximate
HCPCS Expert Spiral 2026	\$138.00	Approximate
Total	\$1,993.00	
Total Program Cost	\$5,749.00	
Total Estimated Program Cost for General Office Assistant Certificate (432 Hours)	\$2,202.00	
Total Estimated Program Cost for Administrative Support Specialist (864 Hours)	\$3,943.00	
Total Estimated Program Cost for Accounting Assistant (Main Campus) 1296 Hours	\$5,664.00	
Total Estimated Program Cost for Administrative Assistant (Main Campus) 1296 Hours	\$5,664.00	
Total Estimated Program Cost for Legal Administrative Assistant (Main Campus) 1296 Hours	\$5,749.00	
Total Estimated Program Cost for Medical Coding Specialist (Livingston Campus) 1296 Hours	\$4,081.00	