



**Estimated Program Cost  
(subject to change)**

<b>ADMINISTRATIVE OFFICE TECHNOLOGY - Legal Assistant Diploma Emphasis</b>								
09/01/21								
					<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	
<b>Fees</b>								
Tuition					\$1,253.00	\$1,253.00	\$1,253.00	
Tech Fees					\$73.00	\$73.00	\$73.00	
Activity Fee					\$10.00	\$10.00	\$10.00	
Graduation Fee							\$52.00	
<b>Books/Supplies</b>								
Microsoft Windows 10 Simplified				9781119057154	\$20.00			
Cengage Unlimited Access Online ebooks Bundle:					\$230.00			
	Bundle Includes:							
	Professional Office Procedures (ebook)*			9780135156643				
	How 14 (optional) (ebook)*			9781305586963				
	Your Career How to make it Happen (ebook)*			9781133849858				
	Admin Office Bundle online Access (ebook)*			9780357366790				
Flash Drive					\$12.00			
Ear Buds					\$5.00			
<b>DIPLOMA AREA LEGAL ASSISTANT</b>								
	Legal Terminology (ebook)*			9781111136796				
	Using Computers in Law Office (ebook)*			9781337688963				
	Paralegal Today: Kegal Team (ebook)*			978130506084				
	<b>*No additional charge.</b>							
					<b>TERM COST</b>	\$1,603.00	\$1,336.00	\$1,388.00
					<b>PROGRAM COST</b>	\$4,327.00		
<b>Tennessee sales tax applicable on all items except books and fees.</b>								