### TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

910 MILLER AVENUE

CROSSVILLE, TN 38555

# Administrative Office Technology

**Trimester 1, 2 & 3**

 **Legal Administrative Assistant**

## Item Approximate Cost

\*Solving Business Problems Using a Calculator ISBN 9780078300202 $130.00

\*Gregg College Keyboarding w/ word 2016 ISBN 9781259921148 $200.00

 \*Cengage Unlimited ISBN 9780357700044 $280.00

**TOTAL $610.00**

**2nd Trimester**

\*\*Excel MOS Certification test 100.00

\*\*Word MOS Certification test 100.00

**TOTAL $200.00**

**3rd Trimester**

\*Legal Terminology seventh edition ISBN 9780133766974 $200.00

**TOTAL**  **200.00**

**Program total**  **$1,010.00**

**\*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: June 2025**