
ADMINISTRATIVE OFFICE SPECIALIST

Course #: B070330A

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
Headphones	Headphones	\$10.00	1	\$10.00
USB Flash Drive 1 GB	---	\$10.00	1	\$10.00
			SubTotal:	\$20.00
Internal Costs				
Facility Use Fee		\$10.00	1	\$10.00
Lab Fee		\$100.00	1	\$100.00
Registration Fee		\$10.00	1	\$10.00
Test of Basic Adult Education (TABE)	TABE	\$20.00	1	\$20.00
			SubTotal:	\$140.00
Optional				
Cap and gown for graduation	---	\$27.00	1	\$27.00
Microsoft Certified App Specialist Study Guide	0735625484	\$39.99	1	\$39.99
Microsoft Word 2007, Complete Concepts	1418843377	\$73.10	1	\$73.10
			SubTotal:	\$140.09
Tuition				
Tuition		\$3,024.00	1	\$3,024.00
			SubTotal:	\$3,024.00
Lab Fee includes: paper, itoner, folders, labels, general office supplies, online access, software for practice tests			Total Required Expenditures:	\$3,184.00