

Administrative Office Specialist

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
Business Classes Shirt from M&H Awards Eustis	Uniform Shirts	\$30.00	3	\$90.00
certification exam fees		\$150.00	3	\$450.00
Headphones or earbuds	Headphones	\$10.00	1	\$10.00
USB Flash Drive 8 GB	—	\$15.00	1	\$15.00
SubTotal:				\$565.00
Bookstore/Assessment				
Intensive Records Management,	9780538729734	\$171.95	1	\$171.95
Test of Adult Basic Education	TABE	\$25.00	1	\$25.00
The Office: Procedures and Technology	9781111574352	\$98.95	1	\$98.95
SubTotal:				\$295.90
Internal Costs				
Facility Use Fee		\$20.00	1	\$20.00
Lab Fee		\$160.00	1	\$160.00
Registration Fee (\$20/Semester):		\$20.00	2	\$40.00
SubTotal:				\$220.00
Tuition				
Tuition		\$3,024.00	1	\$3,024.00
SubTotal:				\$3,024.00
Lab Fee includes: paper, toner, folders, labels, general office supplies, SkillsUSA, software for practice tests		Total Required Expenditures:		\$4,104.90

* Prices do not include tax and are subject to change without notice.