

Administrative Office Specialist

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
Business Classes Shirt from M&H Awards Eustis certification exam fees	Uniform Shirts	\$30.00	3	\$90.00
Headphones or earbuds	Headphones	\$10.00	1	\$10.00
USB Flash Drive 8 GB	—	\$15.00	1	\$15.00
			SubTotal:	\$565.00
Bookstore/Assessment				
Basic Letter & Memo Writing	9780538727839	\$73.95	1	\$73.95
Quickbooks Training & Certification Guide	9780996609418	\$79.95	1	\$79.95
Records Management	9781305119208	\$147.00	1	\$147.00
Test of Adult Basic Education	TABE	\$25.00	1	\$25.00
The Office: Procedures and Technology	9781111574352	\$98.95	1	\$98.95
			SubTotal:	\$424.85
Internal Costs				
Activity Fee (\$15/Semester)		\$15.00	2	\$30.00
Facility Use Fee		\$20.00	1	\$20.00
Lab Fee		\$200.00	1	\$200.00
Registration Fee (\$20/Semester):		\$20.00	2	\$40.00
			SubTotal:	\$290.00
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, online access to E books			Total Required Expenditures:	\$4,303.85

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