

Administrative Office Specialist

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
3-Ring Binder w/Side Pocket	Binder w/pocket	\$3.00	1	\$3.00
Business Classes Shirt from M&H Awards Eustis	Uniform Shirts	\$30.00	4	\$120.00
Headphones or earbuds	Headphones	\$10.00	1	\$10.00
Note Pad	notepad	\$3.00	1	\$3.00
Pack Black Pens	pack pens	\$3.00	1	\$3.00
Pack of Multi-Color Highlighters	Mult-Color High	\$3.00	1	\$3.00
Pencil Pouch	Pencil Pouch	\$3.00	1	\$3.00
Pocket Folder	Pocket Folder	\$1.00	1	\$1.00
Post-It Notes	Post-It Notes	\$3.00	1	\$3.00
Ream of Printer Paper (500 sheets)	Paper	\$5.00	1	\$5.00
Subject Dividers for Binder (Minimum of 12)	Dividers	\$3.00	1	\$3.00
USB Flash Drive 8 GB	flash drive	\$15.00	1	\$15.00
White Out (not liquid)	White Out	\$3.00	1	\$3.00
			SubTotal:	\$175.00
Bookstore/Assessment				
Test of Adult Basic Education	TABE	\$25.00	1	\$25.00
			SubTotal:	\$25.00
Internal Costs				
Activity Fee (\$15/Semester)		\$15.00	2	\$30.00
Facility Use Fee		\$20.00	1	\$20.00
Lab Fee		\$450.00	1	\$450.00
Registration Fee (\$25/Semester):		\$25.00	2	\$50.00
			SubTotal:	\$550.00
Tuition				
Tuition		\$3,024.00	1	\$3,024.00
			SubTotal:	\$3,024.00
Post-Graduation				
Lic/Cert Fee: 4 Certifications		\$450.00	1	\$450.00
			SubTotal:	\$450.00
Lab Fee includes: Paper, toner, folders, labels, general office supplies, SkillsUSA, software for practice tests, online access, eBooks, MindTap, QuickBooks			Total Required Expenditures:	\$4,224.00

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