

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 | | | | |
| Accident Insurance | Per Month | \$1.50 | 10 | \$15.00 |
| Activity Fee (\$20/Semester) | | \$20.00 | 2 | \$40.00 |
| Facility Use Fee | | \$25.00 | 1 | \$25.00 |
| Lab Fee | | \$326.00 | 1 | \$326.00 |
| Registration Fee: | | \$100.00 | 1 | \$100.00 |
| Technology Fee | | \$5.00 | 1 | \$5.00 |
| | | | SubTotal: | \$511.00 |
| Tuition | | | | |
| Tuition = 1050 Hour Program x \$2.88/Hour | | \$3,024.00 | 1 | \$3,024.00 |
| | | | SubTotal: | \$3,024.00 |
| Post-Graduation | | | | |
| Lic/Cert Fee: Microsoft Office Specialist Master | | \$400.00 | 1 | \$400.00 |
| | | | SubTotal: | \$400.00 |
| Lab Fee includes: Paper, toner, folders, labels, general office supplies, SkillsUSA, software for practice tests, online access, eBooks, MindTap, QuickBooks, Canvas | | | Total Required Expenditures: | \$4,135.00 |

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