

Administrative Office Specialist

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
3-Ring Binder w/Side Pocket	Binder w/pocket	\$5.00	1	\$5.00
Business Classes Shirt from M&H Awards Eustis	Uniform Shirts	\$30.00	4	\$120.00
Copy/Printer Paper - Ream	copy paper	\$7.50	1	\$7.50
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	highlighters	\$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
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:	\$179.50

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		\$50.00	1	\$50.00
Facility Use Fee	(Per Program / Year)	\$30.00	1	\$30.00
Lab Fee		\$440.00	1	\$440.00
Registration Fee	(Per Program / Year)	\$100.00	1	\$100.00
			SubTotal:	\$635.00

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		\$460.00	1	\$460.00
			SubTotal:	\$460.00

Lab Fee includes: Paper, toner, folders, labels, general office supplies, SkillsUSA, software for practice tests, online access to resources, MindTap, QuickBooks, Canvas

Total Required Expenditures: \$4,323.50

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