

Administrative Office Specialist

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Costs				
3-Ring Binder w/Side Pocket (2")	Binder w/pocket 2"	\$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	\$8.00	1	\$8.00
Headphones - Noise Canceling	Headphones	\$30.00	1	\$30.00
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
Pack of Pencils (#2 or mechanical)	Pencil	\$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 Correction Tape	White Out	\$5.00	1	\$5.00
			SubTotal:	\$205.00

Bookstore/Assessment

Test of Adult Basic Education	TABE	\$25.00	1	\$25.00
			SubTotal:	\$25.00

Internal Costs

Access Fee	(Per Program / Year)	\$25.00	1	\$25.00
Accident Insurance	Per Month	\$1.50	10	\$15.00
Facility/Equip Use	(Per Program / Year)	\$50.00	1	\$50.00
Graduation Fee		\$20.00	1	\$20.00
Lab Fee		\$416.00	1	\$416.00
Registration Fee	(Per Program / Year)	\$100.00	1	\$100.00
			SubTotal:	\$626.00

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, Focus

Total Required Expenditures: \$4,340.00

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