



Lake Technical College

Administrative Office Specialist

Program Cost Sheet

School Year: 2025 - 2026

Course # B070330A

1050 Hour Program

	ISBN / ID	Unit Price	Quantity	Price
External Cost				
3-Ring Binder with Side Pocket (2")	Binder w/ Pocket	\$8.00	1	\$8.00
Subject Dividers for Binder (Minimum of 12)	Dividers	\$5.00	1	\$5.00
Pocket Folder	Pocket Folder	\$1.00	1	\$1.00
Copy/Printer Paper - Ream	Copy Paper	\$9.00	1	\$9.00
Note Pad	Notepad	\$3.00	1	\$3.00
Post-It Notes	Post-It Notes	\$5.00	1	\$5.00
Pencils and Pens	Pencil Pen	\$7.00	1	\$7.00
Pack of Multi-Color Highlighters	Highlighters	\$4.00	1	\$4.00
Pencil Pouch	Pencil Pouch	\$1.00	1	\$1.00
White Out Correction Tape	White Out	\$5.00	1	\$5.00
USB Flash Drive 8 GB	Flash Drive	\$10.00	1	\$10.00
Headphones - Corded, Noise Canceling	Headphones	\$30.00	1	\$30.00
Uniform - Business Class from M&H Awards Eustis	Uniform Shirt	\$21.50	4	\$86.00
			SubTotal:	\$174.00
Bookstore/Assessment				
Basic Skills Assessment	BSA	\$25.00	1	\$25.00
			SubTotal:	\$25.00
Internal Costs				
Access Fee	Per Program Per School Year	\$25.00	1	\$25.00
Accident Insurance	Per Month	\$1.50	10	\$15.00
Facility/Equipment Use	Per Program Per School Year	\$50.00	1	\$50.00
Graduation Fee	Per Program	\$20.00	1	\$20.00
Lab Fee	Per Program	\$409.50	1	\$409.50
Registration Fee	Per Program Per School Year	\$100.00	1	\$100.00
			SubTotal:	\$619.50
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 - QuickBooks		\$164.00	1	\$164.00
Lic/Cert Fee - Microsoft Office Specialist Master		\$120.00	4	\$480.00
			SubTotal:	\$644.00
Total Required Expenditures:				\$4,486.50

Lab Fee includes: Paper, toner, folders, labels, general office supplies, QuickBooks Online for Accounting 2025 8th Edition e-book, The Shelly Cashman Series - Microsoft 365 & Office 2021, Business Communications MindTap digital (1 year), The Office Procedures and Technology MindTap digital (1 year), online access to resources and e-books, SkillsUSA, Canvas, Focus.

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

Updated: 6/26/25 sh