

[www.myptc.edu](http://www.myptc.edu)

**ADMINISTRATIVE OFFICE SPECIALIST**  
 Required Book-Tool-Supply List

- Please check with your instructor before purchasing any item on the list.\*\*
- Item costs are approximate and may change at any time. All items are subject to state tax.
- In accordance with provisions set forth by the Florida Legislature and the Pinellas County School Board, tuition is determined on an annual basis and subject to change each school year.

TYPE	ITEM	QUANTITY	UNIT COST	TOTAL COST
Tuition	Total Program Length	1050	\$2.92	\$3,066.00
Fee	Total Lab Fee	1050	0.52	546.00
(The amount of tuition and lab fee collected each term will be based upon the number of hours assigned to that term.)				
Fee	Application Fee	1	15.00	15.00
Fee	Facility and Equipment Usage fee of \$12.50 to be paid <i>every fee period</i>	5	12.50	62.50
Fee	Student Parking Tag	1	5.00	5.00
Fee	Student ID	1	5.00	5.00
Fee	Graduation fee	1	40.00	40.00

**Course OTA0040**

Book	Illustrated Microsoft Office 365 & Office 2016: Introductory ISBN: 9781305876026	1	\$256.90	\$256.90
Supply	Flash drive, 8 GB	1	8.52	8.52
Supply	Maxell Earbuds	1	5.08	5.08

**Course OTA0041**

Book	Administrative Office Management COMPLETE (ISBN 9780538438575)	1	243.88	243.88
------	--	---	--------	--------

**Course OTA0030**

Book	The Graphic Designer's Digital Toolkit ISBN: 9781305263659	1	148.70	148.70
------	--	---	--------	--------

**Course OTA0043**

Book	The Administrative Professional (ISBN: 9780538731041)	1	\$203.32	\$203.32
------	---	---	----------	----------

	Tuition			\$3,066.00
	Application Fee			\$15.00
	Lab Fees			\$546.00
	Additional Fees			\$112.50
	Supplies, Uniforms, and Tools Total			\$13.60
	Books Total			\$852.80
	<b>Updated</b>	<b>April 12, 2018</b>	<b>GRAND TOTAL</b>	<b>\$4,605.90</b>