St. Petersburg Campus
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St. Petersburg, FL 3:
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Fax (727) 893-2776

PINELLAS
TECHNICAL
COLLEGE
Opportunity starts here

Clearwater Campus
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Clearwater, FL 33760
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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 *every fee period*	5	12.50	62.50
Fee	Student Parking Tag	1	5.35	5.35
Fee	Student ID	1	5.35	5.35
Fee	Graduation fee	1	50.00	50.00
	Course OTA0040			
eCode	Illustrated Microsoft Office 365 & Office 2019 Collection (ISBN: 9780357119686)	1	$39.00	$39.00
Supply	Flash drive, 8 GB	1	8.52	8.52
Supply	Maxell Earbuds	1	5.08	5.08
eCode	Soft Skills 1st Edition (ISBN: 9781337909792)	1	$ 39.00	$ 39.00
	Course OTA0041			
eCode	Supervisory Management: The Art of Inspiring, Empowering and Developing People (ISBN: 9781337622875)	1	39.00	39.00
	Course OTA0030			
Book	The Graphic Designer's Digital Toolkit (ISBN: 9781305263659)	1	148.70	148.70
	Course OTA0043			
eCode	The Office Prodecures and Technology 7th Edition (ISBN: 9780357125700)	1	$39.00	$39.00

Tuition		$3,066.00
Application Fee		$15.00
Lab Fees		$546.00
Additional Fees		$123.20
Supplies, Uniforms, and Tools Total		$13.60
Books Total		$318.30
Updated June 2, 2020	**GRAND TOTAL**	**$4,082.10**

* eCodes are valid for twelve (12) months once activated. If students do not complete their program of study within 12-months, they will need to purchase additional activation codes.