



**Brewster Technical Center
Administrative Assistant: Estimate of Costs**

OCP CE

8131		TUITION: 1050 Hours @ \$2.55 per Hour		\$ 2,677.50
	OCP A	Information Technology Assistant	150 Hours	382.50
	OCP B	Front Desk Specialist	300 Hours	765.00
	OCP C	Assistant Digital Production Designer	150 Hours	382.50
	OCP D	Administrative Assistant	450 Hours	1147.50
		STUDENT FEES		
5010		Testing Fee		5.00
6060		Application / Registration Fee		10.00
6505		Student Activity Fee		10.00
6520		Student Liability Insurance Fee		12.00
4035		Lab Fee		10.00
		TOTAL		47.00 \$ 47.00
6500		TEXTBOOKS & SUPPLIES		
	OCP A	Gregg College Keyboarding Keyboarding Kit (ISBN 10073368318)		119.25
		Working Smart (0-538-43918-1)		42.02
		MS Windows XP (0-7895-6419-x)		30.00
		Calculator Machines Simulation (0-538-689489)		27.48
		3-ring binder with dividers		8.00
		Flashdrive		14.00
		TOTAL		\$ 240.75
	OCP B	Data Entry: Skillbldg & App.(0-538434775)		53.16
		Filing Made Easy (0-02-813831-7)		51.42
		English The Basics (0538728825)		49.72
		Administrative Professional (0-538-72948-1)		104.99
		Learning Microsoft Office 2007 (0133639445)		74.80
		Machine Trans & Dictation (0538-43860-6)		70.56
		TOTAL		\$ 404.65
	OCP C	Microsoft Publisher 2007: Essentials (1-59136-126-5)		52.74
		TOTAL		\$ 52.74
	OCP D	Integrated Business Projects (0-538-72762-4)		40.92
		Your Career (0-538-73099-4)		68.75
		Outlook 2007 (1-4188-5978-8)		46.56
		TOTAL		\$ 156.23
2010		Uniforms		90.00 \$ 90.00
5010		Certification Test		62.80 \$ 62.80
		TOTAL		\$ 3,731.67

* Prices of books, fees, and supplies are subject to change

* Prices of books, fees, and supplies are listed before sales tax has been added

* Sponsors are not charged taxes on books and supplies

* Pell grants disbursed in two equal payments determined by student enrollment date (Only programs => 600 hrs.)

Acceptable form of payment include: debit/credit card; money order; cashier's check; personal check with valid ID

Revised 08/10/2011

