

Office Programs Tool List 21-22

(Office Skills, Medical Administration, Legal Administration, Office Management)

In addition to textbooks, students in Office Programs will need to purchase the following:

Required:

1. 32 GB USB 3.0 Flash drive - \$10 - \$20
2. Headset/Earbuds - \$2 - \$5
 - *No need for fancy headphones or headsets. Earbuds from Dollarama work well. If the plug has two rings, they are just headphones. If the plug has three rings, it will include a mic.*
3. 1.5 - 2" binder with 12 subject dividers
4. Printer - \$80 - \$100
5. Transcription Software
 - *Transcription Software will be used in various courses. The college has a subscription to FSUSB transcription software that students will use on campus. You will also be provided with a transcription foot pedal that works with the software. However, FSUSB cannot be downloaded and accessed on your personal devices. We recommend purchasing a license for a transcription software that can be downloaded on your personal device for you to practice with and complete the assigned documents during off campus hours.*

Reminder: Office Skills, Medical Administration, Legal Administration, and Office Management are BYOD programs. You can find the required specs [here](#). MACs are not recommended, as there are compatibility issues with some software used in these programs.