



8/25/2023

Tuition : \$175.00/cr. hr.

Program Fees: \$15.00/cr.hr.

**Registration Fee:
\$25.00/semester**

First Year			Semester	Tuition	Program Fees	Total
FALL SEMESTER			hours			
AOP	100	Careers for the Office Professional	1	\$ 175.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1	3	\$ 525.00	\$ 45.00	
BOC	100	Business Mathematics	3	\$ 525.00	\$ 45.00	
BOC	120	Customer Service	2	\$ 350.00	\$ 30.00	
ICT	120	Computer Information Systems	3	\$ 525.00	\$ 45.00	
SPE	110	Interpersonal Communications	3	\$ 525.00		
	or	SPE 120. Intro to Public Speaking				
		Books (approximately)		\$ 1,000.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			15	\$ 3,625.00	\$ 205.00	\$ 3,830.00
First Year			Semester	Tuition	Program Fees	Total
SPRING SEMESTER			hours			
ACC	101	Principals of Financial Accounting 1	3	\$ 525.00		
AOP	102	Keyboarding & Formatting 2	3	\$ 525.00	\$ 45.00	
AOP	201	Business English	2	\$ 350.00	\$ 30.00	
BOC	103	Office Technology	3	\$ 525.00	\$ 45.00	
BOC	106	Business Records Management	3	\$ 525.00	\$ 45.00	
BOC	112	Microcomputer Spreadsheet Applications 1	2	\$ 350.00	\$ 30.00	
		Books (approximately)		\$ 1,000.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			16	\$ 3,800.00	\$ 220.00	\$ 4,020.00
Second Year			Semester	Tuition	Program Fees	Total
FALL SEMESTER			hours			
AOP	203	Office Procedures	3	\$ 525.00	\$ 45.00	
BOC	102	Business Communications	3	\$ 525.00	\$ 45.00	
BOC	114	Microcomputer Database Applications 1	2	\$ 350.00	\$ 30.00	
ICT	170	Hardware Installation & Maintenance	3	\$ 525.00	\$ 45.00	
ICT	181	Windows Networking & Operating Systems	3	\$ 525.00	\$ 45.00	
		Books (approximately)		\$ 950.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			14	\$ 3,400.00	\$ 235.00	\$ 3,635.00

Second Year

SPRING SEMESTER

			Semester hours	Tuition	Program Fees	Total
AOP	216	Advanced Microsoft Word	3	\$ 525.00	\$ 45.00	
BUS	100	Introduction to Business	3	\$ 525.00		
ENG	120	Report Writing	3	\$ 525.00		
AOP	291 or	Professional Internship 1 AOP 292. Professional Internship 2	3	\$ 525.00	\$ 45.00	
PSY	101 or or	Introduction to Psychology PSY 107. Positive Psychology SOC 101. Introduction to Sociology	3	\$ 525.00		
		Books (approximately)		\$ 950.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			15	\$ 3,575.00	\$ 115.00	\$ 3,690.00

**A.A.S. ADMINISTRATIVE OFFICE
PROFESSIONAL ASSOCIATE**

60 \$ 14,400.00 \$ 775.00 \$ **15,175.00**

Total costs (approximately)

