



7/8/2022

**Tuition : \$175.00/cr. hr.**

**Program Fees: \$15.00/cr.hr.**

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

First Year			Semester	Tuition	Program Fees	Total
<b>FALL SEMESTER</b>			hours			
ACC	100	Procedural Accounting or ACC 101. Principals of Accounting	3	\$ 525.00		
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	
		Books (approximately)		\$ 1,210.00		
		Registration Fee			\$ 25.00	
<b>TOTALS (approximately)</b>			<b>15</b>	<b>\$ 3,835.00</b>	<b>\$ 205.00</b>	<b>\$ 4,040.00</b>

First Year			Semester	Tuition	Program Fees	Total
<b>SPRING SEMESTER</b>			hours			
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	
SPE	110	Interpersonal Communications or SPE 120. Intro to Public Speaking	3	\$ 525.00		
		Books (approximately)		\$ 1,202.00		
		Registration Fee			\$ 25.00	
<b>TOTALS (approximately)</b>			<b>16</b>	<b>\$ 4,002.00</b>	<b>\$ 220.00</b>	<b>\$ 4,222.00</b>

**ADMINISTRATIVE OFFICE ASSISTANT  
CERTIFICATE**

**31 \$ 7,837.00 \$ 425.00 \$ 8,262.00**

Total costs (approximately)