

## Administrative Assistant - Certificate B 2024-2025

### Technical Specialty Courses - 33 Credit Hours Required

Course #	Course Title	Credit Hours	Tuition	Course/Lab Fee	Credit Hour Fee	Total Per Course
ACC 100	Business Accounting	3	\$ 489	\$ 25	\$ 330	\$ 844
BUS 111	Personal Finance	3	\$ 489	\$ -	\$ 330	\$ 819
BUS 120	Business English	3	\$ 489	\$ -	\$ 330	\$ 819
BUS 125	Business Communication	3	\$ 489	\$ -	\$ 330	\$ 819
BUS 130	Records & Information Management	3	\$ 489	\$ -	\$ 330	\$ 819
BUS 185	Business Ethics & Human Relations	3	\$ 489	\$ -	\$ 330	\$ 819
BUS 220	Administrative Procedures	3	\$ 489	\$ 15	\$ 330	\$ 834
CIS 100	Software Applications	3	\$ 375	\$ -	\$ 330	\$ 705
CIS 116	Spreadsheet Management	2	\$ 326	\$ -	\$ 220	\$ 546
CIS 121	Word Processing	2	\$ 326	\$ -	\$ 220	\$ 546
CIS 126	Database Management	2	\$ 326	\$ -	\$ 220	\$ 546
MAT 108	Beginning Algebra	3	\$ 375	\$ 7	\$ 330	\$ 712
<b>Total</b>		<b>33</b>	<b>\$ 5,151</b>	<b>\$ 47</b>	<b>\$ 3,630</b>	<b>\$ 8,828</b>
<b>Estimated Cost of Program</b>						<b>\$ 8,828</b>

*Fees are subject to change without notice*

Additional Potential Out of Pocket Costs	
Item	Cost
Laptop	\$ 800.00
Textbooks	\$ 1,300.00
<b>Total</b>	<b>\$ 2,100.00</b>