

Administrative Assistant - A.A.S.

2025-2026

Required Tools/Uniform (paid in first semester)

Textbooks (\$100/semester)	\$ 200.00
Total	\$ 200.00

Technical Speciality Courses - 40 Credit Hours Required

Course #	Course Title	Credit Hours	Tuition	Course/Lab Fee	Credit Hour Fee	Total Per Course
ACC 100	Business Accounting	3	\$ 537	\$ 25	\$ 360	\$ 922
BUS 111	Personal Finance	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 255	Principles of Management (Online only)			\$ -		
BUS 120	Business English	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 125	Business Communication	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 126	Introduction to Business	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 130	Records & Information Management	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 185	Business Ethics & Human Relations	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 210	Workstation Management	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 220	Administrative Procedures	3	\$ 537	\$ 15	\$ 360	\$ 912
BUS 290	Business Capstone	1	\$ 179	\$ -	\$ 120	\$ 299
CIS 100	Software Applications	3	\$ 375	\$ -	\$ 360	\$ 735
CIS 116	Spreadsheet Management	2	\$ 358	\$ -	\$ 240	\$ 598
CIS 121	Word Processing	2	\$ 358	\$ -	\$ 240	\$ 598
CIS 126	Database Management	2	\$ 358	\$ -	\$ 240	\$ 598
CIS 155	Integrated Applications	2	\$ 358	\$ 10	\$ 240	\$ 608
EMP 1901	Global Employment Standards (Online)	1	\$ 125	\$ -	\$ 120	\$ 245
Total		40	\$ 6,944	\$ 50	\$ 4,800	\$ 11,994

Suggested Technical Electives - 8 Credit Hours Required

Course #	Course Title	Credit Hours	Tuition	Course/Lab Fee	Credit Hour Fee	Total Per Course
ACC 120	Financial Accounting	3	\$ 537	\$ 15	\$ 360	\$ 912
ACC 125	Computerized Accounting	3	\$ 537	\$ 15	\$ 360	\$ 912
ACC 130	Payroll Accounting	3	\$ 537	\$ 10	\$ 360	\$ 907
ACC 140	Managerial Accounting	3	\$ 537	\$ 15	\$ 360	\$ 912
BUS 199	Business Internship	1-3	\$148-444	\$ -	\$ 110-330	\$ 258-774
CIS 150	Web Page Applications	3	\$ 537	\$ -	\$ 360	\$ 897
CRT 100	Principles of Information Assurance	1	\$ 179	\$ 160	\$ 120	\$ 459

General Education - 15 Credit Hours Required

Course #	Course Title	Credit Hours	Tuition	Course/Lab Fee	Credit Hour Fee	Total Per Course
English		3 Required				
COM 105	English Composition I	3	\$ 375	\$ 5	\$ 360	\$ 740
Math		3 Required				
MAT 111	Contemporary Math	3	\$ 375	\$ 10	\$ 360	\$ 745
Additional General Education		9 Required				
BSC 110	Biology	5	\$ 625	\$ 55	\$ 600	\$ 1,280
BSC 125	Anatomy & Physiology	5	\$ 625	\$ 55	\$ 600	\$ 1,280
BSC 205	Microbiology	5	\$ 625	\$ 115	\$ 600	\$ 1,340
CHM 105	Introduction to Chemistry	5	\$ 625	\$ 115	\$ 600	\$ 1,340
CHM 110	Chemistry I	5	\$ 625	\$ 115	\$ 600	\$ 1,340
CHM 230	Chemistry II	5	\$ 625	\$ 115	\$ 600	\$ 1,340
COM 101	Composition Workshop	1	\$ 125	\$ -	\$ 120	\$ 245
COM 106	English Composition II	3	\$ 375	\$ -	\$ 360	\$ 735
COM 110	Technical Writing	3	\$ 375	\$ -	\$ 360	\$ 735

COM 115	Public Speaking	3	\$ 375	\$ -	\$ 360	\$ 735
COM 116	Interpersonal Communications	3	\$ 375	\$ -	\$ 360	\$ 735
HIS 105	U.S. History to 1877	3	\$ 375	\$ -	\$ 360	\$ 735
HIS 106	U.S. History since 1877	3	\$ 375	\$ -	\$ 360	\$ 735
MAT 101	Technical Math I	3	\$ 375	\$ 10	\$ 360	\$ 745
MAT 102	Technical Math I With Review	5	\$ 625	\$ 10	\$ 600	\$ 1,235
MAT 108	Beginning Algebra	3	\$ 375	\$ 10	\$ 360	\$ 745
MAT 109	Technical Mathematics II	3	\$ 375	\$ 10	\$ 360	\$ 745
MAT 135	College Algebra	3	\$ 375	\$ 10	\$ 360	\$ 745
MAT 145	Elementary Statistics	3	\$ 375	\$ 10	\$ 360	\$ 745
NTR 105	Nutrition	3	\$ 375	\$ -	\$ 360	\$ 735
PHY 100	General Physics	5	\$ 625	\$ 55	\$ 600	\$ 1,280
POL 105	American Government	3	\$ 375	\$ -	\$ 360	\$ 735
PSY 100	General Psychology	3	\$ 375	\$ 5	\$ 360	\$ 740
PSY 125	Human Growth and Development	3	\$ 375	\$ -	\$ 360	\$ 735
SOC 100	Introduction to Sociology	3	\$ 375	\$ -	\$ 360	\$ 735
SOC 150	Social Problems	3	\$ 375	\$ -	\$ 360	\$ 735
SOC 200	Marriage and Family	3	\$ 375	\$ -	\$ 360	\$ 735
Estimated Cost of Program (Total costs will vary due to pre-requisites needed for program)						\$ 18,420

Fees are subject to change without notice

Additional Potential Out of Pocket Costs	
Item	Cost
Laptop	\$ 800.00
Total	\$ 800.00