

Administrative Assistant - Certificate B 2025-2026						
Required Tools/Uniform (paid in first semester)						
Textbooks (\$100/semester)					\$	200.00
					Total	\$ 200.00
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	\$ 537	\$ 25	\$ 360	\$ 922
BUS 111	Personal Finance	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 120	Business English	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 125	Business Communication	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 130	Records & Information Management	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 185	Business Ethics & Human Relations	3	\$ 537	\$ -	\$ 360	\$ 897
BUS 220	Administrative Procedures	3	\$ 537	\$ 15	\$ 360	\$ 912
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
MAT 111	Contemporary Math	3	\$ 375	\$ 10	\$ 360	\$ 745
Total		33	\$ 5,583	\$ 50	\$ 3,960	\$ 9,593
Estimated Cost of Program						\$ 9,793

Fees are subject to change without notice

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