

Administrative Assistant - Certificate B 2026-2027

Required Tools/Uniform (paid in first semester)

	\$ -
Total	\$ -

36 Credit Hours Required

Course #	Course Title	Credit Hours	Tuition	Course/Lab Fee	Credit Hour Fee	Total Per Course
ACC 100	Business Accounting	3	\$ 603	\$ 25	\$ 426	\$ 1,054
BUS 111	Personal Finance	3	\$ 603	\$ 65	\$ 426	\$ 1,094
BUS 120	Business English	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 125	Business Communication	3	\$ 603	\$ 65	\$ 426	\$ 1,094
BUS 130	Records & Information Management	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 185	Business Ethics & Human Relations	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 220	Administrative Procedures	3	\$ 603	\$ 15	\$ 426	\$ 1,044
BUS 255	Principles of Management (Online only)	3	\$ 603	\$ 60	\$ 426	\$ 1,089
CIS 100	Software Applications	3	\$ 375	\$ -	\$ 426	\$ 801
CIS 116	Spreadsheet Management	2	\$ 402	\$ 124	\$ 284	\$ 810
CIS 121	Word Processing	2	\$ 402	\$ 124	\$ 284	\$ 810
CIS 126	Database Management	2	\$ 402	\$ -	\$ 284	\$ 686
MAT 111	Contemporary Math	3	\$ 375	\$ 10	\$ 426	\$ 811
Total		36	\$ 6,780	\$ 502	\$ 5,112	\$ 12,394

Estimated Cost of Program	\$ 12,394
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Fees are subject to change without notice

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