

**Administrative Assistant - A.A.S.
2026-2027**

Required Tools/Uniform (paid in first semester)		\$	-
		Total	\$ -

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	\$ 603	\$ 25	\$ 426	\$ 1,054
BUS 111	Personal Finance	3	\$ 603	\$ 65	\$ 426	\$ 1,094
BUS 255	Principles of Management (Online only)	3	\$ 603	\$ 60	\$ 426	\$ 1,089
BUS 120	Business English	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 125	Business Communication	3	\$ 603	\$ 65	\$ 426	\$ 1,094
BUS 126	Introduction to Business	3	\$ 603	\$ 60	\$ 426	\$ 1,089
BUS 130	Records & Information Management	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 185	Business Ethics & Human Relations	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 210	Workstation Management	3	\$ 603	\$ 5	\$ 426	\$ 1,034
BUS 220	Administrative Procedures	3	\$ 603	\$ 15	\$ 426	\$ 1,044
BUS 290	Business Capstone	1	\$ 201	\$ -	\$ 142	\$ 343
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
CIS 155	Integrated Applications	2	\$ 402	\$ 10	\$ 284	\$ 696
EMP 1901	Global Employment Standards (Online)	1	\$ 125	\$ -	\$ 142	\$ 267
Total		40	\$ 7,736	\$ 507	\$ 5,680	\$ 13,923

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	\$ 603	\$ 80	\$ 426	\$ 1,109
ACC 125	Computerized Accounting	3	\$ 603	\$ 75	\$ 426	\$ 1,104
ACC 130	Payroll Accounting	3	\$ 603	\$ 70	\$ 426	\$ 1,099
ACC 140	Managerial Accounting	3	\$ 603	\$ 80	\$ 426	\$ 1,109
BUS 199	Business Internship	1-3	\$201-603	\$ -	\$142-426	\$343-1029
CIS 150	Web Page Applications	3	\$ 603	\$ -	\$ 426	\$ 1,029

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	\$ 426	\$ 806
Math		3 Required				
MAT 111	Contemporary Math	3	\$ 375	\$ 10	\$ 426	\$ 811
Additional General Education		9 Required				
BSC 110	Biology	5	\$ 625	\$ 55	\$ 710	\$ 1,390
BSC 125	Anatomy and Physiology	5	\$ 625	\$ 55	\$ 710	\$ 1,390
BSC 205	Microbiology	5	\$ 625	\$ 155	\$ 710	\$ 1,490
CHM 105	Introduction to Chemistry	5	\$ 625	\$ 115	\$ 710	\$ 1,450
CHM 110	Chemistry I	5	\$ 625	\$ 115	\$ 710	\$ 1,450
CHM 230	Chemistry II	5	\$ 625	\$ 115	\$ 710	\$ 1,450
COM 101	Composition Workshop	1	\$ 125	\$ -	\$ 142	\$ 267
COM 106	English Composition II	3	\$ 375	\$ -	\$ 426	\$ 801
COM 110	Technical Writing	3	\$ 375	\$ -	\$ 426	\$ 801
COM 115	Public Speaking	3	\$ 375	\$ -	\$ 426	\$ 801
COM 116	Interpersonal Communications	3	\$ 375	\$ -	\$ 426	\$ 801
HIS 105	U.S. History to 1877	3	\$ 375	\$ -	\$ 426	\$ 801
HIS 106	U.S. History since 1877	3	\$ 375	\$ -	\$ 426	\$ 801
MAT 109	Technical Mathematics II	3	\$ 375	\$ 10	\$ 426	\$ 811
MAT 135	College Algebra	3	\$ 375	\$ 10	\$ 426	\$ 811
MAT 145	Elementary Statistics	3	\$ 375	\$ 10	\$ 426	\$ 811
NTR 105	Nutrition	3	\$ 375	\$ 5	\$ 426	\$ 806
PHY 100	General Physics	5	\$ 625	\$ 55	\$ 710	\$ 1,390
POL 105	American Government	3	\$ 375	\$ -	\$ 426	\$ 801
PSY 100	General Psychology	3	\$ 375	\$ 5	\$ 426	\$ 806
PSY 125	Human Growth and Development	3	\$ 375	\$ -	\$ 426	\$ 801
SOC 100	Introduction to Sociology	3	\$ 375	\$ -	\$ 426	\$ 801
SOC 150	Social Problems	3	\$ 375	\$ -	\$ 426	\$ 801
SOC 200	Marriage and Family	3	\$ 375	\$ -	\$ 426	\$ 801

Estimated Cost of Program <i>(Total costs will vary due to selections made in the technical elective and general education requirement sections)</i>	\$ 20,464
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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