

Administrative Assistant - A.A.S.

2024-2025

| 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 | \$ 489 | \$ 25 | \$ 330 | \$ 844 |
| BUS 111 | Personal Finance | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 255 | Principles of Management (Online only) | | | \$ - | | |
| BUS 120 | Business English | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 125 | Business Communication | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 126 | Introduction to Business | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 130 | Records & Information Management | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 185 | Business Ethics & Human Relations | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 210 | Workstation Management | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| BUS 220 | Administrative Procedures | 3 | \$ 489 | \$ 15 | \$ 330 | \$ 834 |
| BUS 290 | Business Capstone | 1 | \$ 163 | \$ - | \$ 110 | \$ 273 |
| 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 |
| CIS 155 | Integrated Applications | 2 | \$ 326 | \$ 10 | \$ 220 | \$ 556 |
| EMP 1901 | Global Employment Standards (Online) | 1 | \$ 125 | \$ - | \$ 110 | \$ 235 |
| Total | | 40 | \$ 6,368 | \$ 50 | \$ 4,400 | \$ 10,818 |
| 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 | \$ 489 | \$ 15 | \$ 330 | \$ 834 |
| ACC 125 | Computerized Accounting | 3 | \$ 489 | \$ 15 | \$ 330 | \$ 834 |
| ACC 130 | Payroll Accounting | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| ACC 140 | Managerial Accounting | 3 | \$ 489 | \$ 15 | \$ 330 | \$ 834 |
| BUS 199 | Business Internship | 1-3 | \$148-444 | \$ - | \$ 110-330 | \$ 258-774 |
| CIS 150 | Web Page Applications | 3 | \$ 489 | \$ - | \$ 330 | \$ 819 |
| CRT 100 | Principles of Information Assurance | 1 | \$ 163 | \$ 160 | \$ 110 | \$ 433 |
| 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 | \$ 330 | \$ 710 |
| Math | | 3 Required | | | | |
| MAT 110 | Intermediate Algebra | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| Additional General Education | | 9 Required | | | | |
| BSC 110 | Biology | 5 | \$ 625 | \$ 55 | \$ 550 | \$ 1,230 |
| BSC 125 | Anatomy & Physiology | 5 | \$ 625 | \$ 55 | \$ 550 | \$ 1,230 |
| BSC 205 | Microbiology | 5 | \$ 625 | \$ 115 | \$ 550 | \$ 1,290 |
| CHM 105 | Introduction to Chemistry | 5 | \$ 625 | \$ 115 | \$ 550 | \$ 1,290 |
| CHM 110 | Chemistry I | 5 | \$ 625 | \$ 115 | \$ 550 | \$ 1,290 |
| CHM 230 | Chemistry II | 5 | \$ 625 | \$ 115 | \$ 550 | \$ 1,290 |
| COM 101 | Composition Workshop | 1 | \$ 125 | \$ - | \$ 110 | \$ 235 |
| COM 106 | English Composition II | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| COM 110 | Technical Writing | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| COM 115 | Public Speaking | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| COM 116 | Interpersonal Communications | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| HIS 105 | U.S. History to 1877 | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| HIS 106 | U.S. History since 1877 | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |

| | | | | | | |
|-------------------------------------------------------------------------|------------------------------|---|--------|-------|--------|-----------|
| MAT 101 | Technical Math I | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| MAT 102 | Technical Math I With Review | 5 | \$ 625 | \$ 7 | \$ 550 | \$ 1,182 |
| MAT 108 | Beginning Algebra | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| MAT 109 | Technical Mathematics II | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| MAT 135 | College Algebra | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| MAT 145 | Elementary Statistics | 3 | \$ 375 | \$ 7 | \$ 330 | \$ 712 |
| NTR 105 | Nutrition | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| PHY 100 | General Physics | 5 | \$ 625 | \$ 55 | \$ 550 | \$ 1,230 |
| POL 105 | American Government | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| PSY 100 | General Psychology | 3 | \$ 375 | \$ 5 | \$ 330 | \$ 710 |
| PSY 125 | Human Growth and Development | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| SOC 100 | Introduction to Sociology | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| SOC 150 | Social Problems | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| SOC 200 | Marriage and Family | 3 | \$ 375 | \$ - | \$ 330 | \$ 705 |
| Estimated Cost of Program | | | | | | \$ 16,847 |
| <i>(Total costs will vary due to pre-requisites needed for program)</i> | | | | | | |

Fees are subject to change without notice

| Additional Potential Out of Pocket Costs | |
|------------------------------------------|--------------------|
| Item | Cost |
| Laptop | \$ 800.00 |
| Textbooks | \$ 2,000.00 |
| Total | \$ 2,800.00 |