



# ESTIMATED COSTS

## Administrative office professional AAS

Tuition : \$175/credit hour			Program fees: \$15/credit hour		Registration fee: \$25/semester	
			Semester hours	Tuition	Program fees	Total
<i>First year</i>						
<b>FALL SEMESTER</b>						
AOP	100	Careers for the Office Professional	1	\$175	\$15	
AOP	101	Keyboarding & Formatting 1	3	\$525	\$45	
BOC	100	Business Mathematics	3	\$525	\$45	
BOC	120	Customer Service	3	\$350	\$30	
ICT	120	Computer Information Systems	2	\$525	\$45	
SPE	101	Interpersonal Communications	3	\$525		
<b>or</b>						
SPE	120	Intro to Public Speaking	3	\$525		
				Books (approximately)	\$1,000	
				Registration fee	\$25	
<b>Totals (approximately)</b>			<b>15</b>	<b>\$3,625</b>	<b>\$205</b>	<b>\$3,830</b>
<b>SPRING SEMESTER</b>						
ACC	101	Principles of Financial Accounting 1	3	\$525		
AOP	102	Keyboarding & Formatting 2	3	\$525	\$45	
AOP	201	Business English	2	\$350	\$30	
BOC	103	Office Technology	3	\$525	\$45	
BOC	106	Business Records Management	3	\$525	\$45	
BOC	112	Microcomputer Spreadsheet Applications 1	2	\$250	\$30	
				Books (approximately)	\$1,000	
				Registration fee	\$25	
<b>Totals (approximately)</b>			<b>15</b>	<b>\$3,800</b>	<b>\$220</b>	<b>\$4,020</b>

<i>Second year</i>			Semester hours	Tuition	Program fees	Total
<b>FALL SEMESTER</b>						
AOP	203	Office Procedures	3	\$525	\$45	
BOC	102	Business Communications	3	\$525	\$45	
BOC	114	Microcomputer Database Applications 1	2	\$350	\$30	
ICT	170	Hardware Installation & Maintenance	3	\$525	\$45	
ICT	181	Windows Networking & Operating Systems	3	\$525		
Books (approximately)				\$950		
Registration fee					\$25	
<b>Totals (approximately)</b>			<b>14</b>	<b>\$3,400</b>	<b>\$235</b>	<b>\$3,635</b>
<b>SPRING SEMESTER</b>						
AOP	216	Advanced Microsoft Word	3	\$525	\$45	
BUS	100	Introduction to Business	3	\$525		
ENG	100	Report Writing	3	\$525		
AOP	291	Professional Internship 1	3	\$525	\$45	
<b>or</b>						
AOP	292	Professional Internship 2	3	\$525	\$45	
PSY	101	Introduction to Psychology	3	\$525		
<b>or</b>						
PSY	107	Positive Psychology	3	\$525		
SOC	101	Introduction to Sociology	3	\$525		
Books (approximately)				\$950		
Registration fee					\$25	
<b>Totals (approximately)</b>			<b>15</b>	<b>\$3,575</b>	<b>\$115</b>	<b>\$3,690</b>
<b>Administrative office professional AAS</b>			<b>60</b>	<b>\$14,400</b>	<b>\$775</b>	<b>\$15,175</b>