

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> | | | | | | |
| FALL SEMESTER | | | | | | |
| 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 | | |
| or | | | | | | |
| SPE | 120 | Intro to Public Speaking | 3 | \$525 | | |
| Books (approximately) | | | | \$1,000 | | |
| Registration fee | | | | | \$25 | |
| Totals (approximately) | | | 15 | \$3,625 | \$205 | \$3,830 |
| SPRING SEMESTER | | | | | | |
| 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 | |
| Totals (approximately) | | | 15 | \$3,800 | \$220 | \$4,020 |

| <i>Second year</i> | | | Semester hours | Tuition | Program fees | Total |
|---|-----|---|-------------------|-----------------|-----------------|-----------------|
| FALL SEMESTER | | | | | | |
| 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 | |
| Totals (approximately) | | | 14 | \$3,400 | \$235 | \$3,635 |
| SPRING SEMESTER | | | | | | |
| 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 | |
| or | | | | | | |
| AOP | 292 | Professional Internship 2 | 3 | \$525 | \$45 | |
| PSY | 101 | Introduction to Psychology | 3 | \$525 | | |
| or | | | | | | |
| PSY | 107 | Positive Psychology | 3 | \$525 | | |
| SOC | 101 | Introduction to Sociology | 3 | \$525 | | |
| Books (approximately) | | | | \$950 | | |
| Registration fee | | | | | \$25 | |
| Totals (approximately) | | | 15 | \$3,575 | \$115 | \$3,690 |
| Administrative office professional AAS | | | 60 | \$14,400 | \$775 | \$15,175 |