



**Administrative Office Assistant  
Certificate**

**Estimated Costs  
2018 - 2019**

5/15/2018

**Tuition : \$165.00/cr. hr.**

**Program Fees: \$15.00/cr.hr.**

**Registration Fee :  
\$25.00/semester**

***All textbook estimates are based upon new textbook prices.***

<b>FALL SEMESTER</b>				<b>Semester hours</b>	<b>Tuition</b>	<b>Program Fees</b>	<b>Total</b>
AOP	100	Careers for the Office Professional		1	\$ 165.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1		3	\$ 495.00	\$ 45.00	
BOC	100	Business Mathematics		3	\$ 495.00	\$ 45.00	
BOC	101	Business Records Management		2	\$ 330.00	\$ 30.00	
BOC	120	Customer Service		2	\$ 330.00	\$ 30.00	
PSY	101	Introduction to Psychology		3	\$ 495.00		
		<b>OR</b>					
PSY	107	Positive Psychology					
		<b>OR</b>					
SOC	101	Introduction to Sociology					
		Books (approximately)			\$ 1,210.00		
		Registration Fee				\$ 25.00	
<b>TOTALS (approximately)</b>				<b>14</b>	<b>\$ 3,520.00</b>	<b>\$ 190.00</b>	<b>\$ 3,710.00</b>
<b>SPRING SEMESTER</b>				<b>Semester hours</b>	<b>Tuition</b>	<b>Program Fees</b>	<b>Total</b>
AOP	102	Keyboarding & Formatting 2		3	\$ 495.00	\$ 45.00	
AOP	116	Introduction to Microsoft Word		3	\$ 495.00	\$ 45.00	
AOP	201	Business English		2	\$ 330.00	\$ 30.00	
BOC	103	Office Technology		3	\$ 495.00	\$ 45.00	
ICT	110	Computer Software Applications		3	\$ 495.00	\$ 45.00	
ICT	115	Website Support		2	\$ 330.00	\$ 30.00	
		Books (approximately)			\$ 1,202.00		
		Registration Fee				\$ 25.00	
<b>TOTALS (approximately)</b>				<b>16</b>	<b>\$ 3,842.00</b>	<b>\$ 265.00</b>	<b>\$ 4,107.00</b>
<b>ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE</b>				<b>30</b>	<b>\$ 7,362.00</b>	<b>\$ 455.00</b>	<b>\$ 7,817.00</b>
<b>Total costs (approximately)</b>							

