

Accounting								
Course	Books	Materials/S upplies	Tools	Clothing	Board Exams/ Other	Quarter Total		Notes to Students
Quarter One								
ACCT 141 Practical Accounting I	\$119.00					\$119.00		
CAP 101 Introduction to Computer Applications	\$176.25					\$176.25		
CAP 105 Computerized Touch Keyboarding	\$126.50					\$126.50		
CAP 106 Formatting with MSWord	\$186.00					\$186.00		
CMST& 210 Interpersonal Communications	\$13.00					\$13.00		
Totals	\$621	\$121	\$0	\$0	\$0	\$742		
Required courses for Program								
ACCT 242 Practical Accounting II	\$135.00					\$135.00		
ACCT 243 Practical Accounting III	-					\$0.00		
ACCT 245 Payroll Procedures	\$169.00					\$169.00		
ACCT 246 Computerized Accounting I	\$188.00					\$188.00		
ACCT 274 Internship	\$0.00					\$0.00		
ACCT& 203 Principles of Accounting III	\$224.00					\$224.00		
BUS 100 Electronic Math Applications	\$100.00					\$100.00		
BUS 150 Mathematics for Business	\$214.00					\$214.00		
BUS 171 Technical Communications	\$136.00					\$136.00		
BUS 188 Business English	\$73.00					\$73.00		
BUS& 201 Business Law	\$210.00					\$210.00		
CAP 142 MS Excel	\$168.00					\$168.00		
MGMT 154 Creating and Managing a Small Business						\$0.00		
Totals	\$1,617	\$0	\$0	\$0	\$0	\$1,617		
Electives								
BUS 123 Records Management	\$118.00					\$118.00	credits	
BUS 232 Office Procedures						\$0.00	5	19 elective credits needed
BUS& 101 Introduction to Business						\$0.00	5	
CAP 107 Computerized Keyboard Skillbuilding I						\$0.00	3	
CAP 109 Computerized Keyboard Skill Building II						\$0.00	3	
CAP 138 MS WORD	\$163.00					\$163.00	5	
CAP 143 Adobe Acrobat & Electronic File Management	\$110.00					\$110.00	5	
CAP 146 MS Access						\$0.00	5	
CAP 148 PowerPoint	\$163.00					\$163.00	3	
CAP 200 Integrated Computer Applications						\$0.00	5	
LGL 132 Legal Terminology						\$0.00	5	
MGMT 210 Human Resource Management	\$105.00					\$105.00	5	
Totals	\$659	\$0	\$0	\$0	\$0	\$659		
Grand Total All	\$2,897	\$726	\$0	\$0	\$0	\$3,623		