

Administrative Assistant													
Course	Books	Materials/ Supplies	Tools	Clothing	Board Exams/ Other	Quarter Total							Notes to Students
Quarter One													
CAP 101 Introduction to Computer Applications	\$176.25		\$700.00			\$876.25							
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	\$502	\$0	\$700	\$0	\$0	\$1,202							
Required Courses for Program													
ACCT 141 Practical Accounting I						\$0.00							
BUS 100 Electronic Math Applications						\$0.00							
BUS 123 Records Management						\$0.00							
BUS 150 Mathematics for Business						\$0.00							
BUS 171 Technical Communications						\$0.00							
BUS 188 Business English						\$0.00							
BUS 232 Office Procedures						\$0.00							
BUS 276 Internship						\$0.00							
BUS 280 Assessment						\$0.00							
CAP 107 Computerized Keyboard Skillbuilding I						\$0.00							
CAP 109 Computerized Keyboard Skill Building II						\$0.00							
CAP 138 MS WORD						\$0.00							
CAP 142 MS Excel						\$0.00							
CAP 146 MS Access						\$0.00							
CAP 148 PowerPoint						\$0.00							
CAP 200 Integrated Computer Applications						\$0.00							
Totals	\$0	\$0	\$0	\$0	\$0	\$0							
Electives													
ACCT 242 Practical Accounting II						\$0.00							
ACCT 243 Practical Accounting III						\$0.00							
ACCT 245 Payroll Procedures						\$0.00							
ACCT 246 Computerized Accounting I						\$0.00							
ACCT& 201 Principles of Accounting I						\$0.00							
ACCT& 202 Principles of Accounting II						\$0.00							
ACCT& 203 Principles of Accounting III						\$0.00							
BUS 230 Medical Office Procedures						\$0.00							
BUS& 201 Business Law						\$0.00							
CAP 143 Adobe Acrobat & Electronic File Management						\$0.00							
CIS 145 Website Development						\$0.00							
LGL 127 Legal Office Procedures						\$0.00							
LGL 132 Legal Terminology						\$0.00							
LGL 211 Legal Document Processing						\$0.00							
MGMT 154 Creating and Managing a Small Business						\$0.00							
MGMT 210 Human Resource Management						\$0.00							
Totals	\$0	\$0	\$0	\$0	\$0	\$0							
Grand Total All	\$3,000	\$0	\$700	\$0	\$0	\$3,700							