

# BUSINESS & OFFICE SERVICES PROGRAM COSTS

 **1050 HOURS**

TUITION	In-District Half Day	In-District Full Day	Out-of-District Half Day	Out-of-District Full Day
1st Tuition Payment	525.00	1,050.00	1,050.00	2,100.00
2nd Tuition Payment	525.00	1,050.00	1,050.00	2,100.00
Total Tuition	\$1,050.00	\$2,100.00	\$2,100.00	\$4,200.00

Tuition payments or funding source confirmation must be received in Student Services on or prior to stated deadline that aligns with semester enrollment. Deadlines are August 1st and December 1st. Enrollment cancellation may occur if payment or funding source is not confirmed before deadline.

BOOKS & SUPPLIES * - Student should only purchase books & supplies when requested by the instructor.	APPROX COST
CAN BE PURCHASED AT AUTRY	
College Accounting Chapters 1-12 (Optional) ISBN #978-1-305-08408-7	149.00
Office 365/Office 2019 Instant Access K-12 MT Shelly Cashman (Word, Excel, Access, PowerPoint) ISBN #978-0-357-11918-1	31.00
Communication Skills for Business Learnkey Gmetrix Certiport	152.00
QuickBooks Desktop 2019 Comprehensive ISBN #978164061042-2	114.00
Personal Finance College Edition ISBN # 9781936948086	84.00
The Administrative Professional: Technology & Procedures, 15th Ed. - MindTap Instant Access ISBN # 978-0-357-81859-6	33.00
EduTyping - Powered by B.E. Publishing - Web-based Student License	12.00
Total Books & Supplies - Optional not Included	\$414.00