Administrative Support Specialist - CAS/OS

PCC Career Pathways Training

Term 1

Course Number	Course Title	Credits	Books	Tuition	Tech Fee	Student Activity Fee	Additional Fees	Totals
CAS 122	Keyboarding for Speed/Accuracy	3	$ 93.85	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 349.45
CAS 170	Beginning Excel	3	$ 114.95	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 370.55
CAS 216	Beginning Word	3	$ 96.05	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 351.65
OS 220	Business Editing	4	$ 218.35	$ 296.00	$ 18.00	$ 6.80	$ 20.00	$ 563.15
WFTT 23	Career Planning	0		$ 400.00	$ -	$ -		$ 400.00
Common Service Fee							$ 19.00	$ 19.00
Parking Permit							$ 40.00	$ 40.00
Total for Term 1		13	$ 523.20	$ 1,362.00	$ 58.50	$ 22.10	$ 115.00	$ 2,080.80

Term 2

Course Number	Course Title	Credits	Books	Tuition	Tech Fee	Student Activity Fee	Additional Fees	Totals
CAS 123	Production Keyboarding	3	$ 64.95	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 320.55
CAS 217	Intermediate Word	3	$ 96.05	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 351.65
CAS 231	Publisher	3	$ 73.70	$ 222.00	$ 13.50	$ 5.10	$ 12.00	$ 329.30
WR 121	English Composition	4	$ 126.00	$ 296.00	$ 18.00			$ 444.00
Common Service Fee							$ 19.00	$ 19.00
Parking Permit				$ -	$ -	$ -	$ 40.00	$ 40.00
Total for Term 2		13	$ 360.70	$ 962.00	$ 58.50	$ 15.30	$ 95.00	$ 1,491.50
Grand Total for Term 1 & 2		26	$ 883.90	$ 2,324.00	$ 117.00	$ 37.40	$ 210.00	$ 3,572.30

***Online classes carry an additional fee of $20**

NOTE: The costs represented here are estimates and subject to change without notice.