



Business Office Management Certificate

Class/Test	Fees	Books
Keyboarding (40 wpm)	\$130.00	
Computer Fundamentals/Windows	\$130.00	\$35.00
Microsoft Outlook	\$175.00	\$25.00
Microsoft Office Essentials	\$260.00	\$124.00
Microsoft Publisher	\$130.00	\$115.00
Manual Accounting I	\$260.00	\$170.00
Manual Accounting II	\$260.00	\$35.00
Ten-Key Machine Operation	\$130.00	\$85.00
Administrative Procedures	\$40.00	
Business Communications I	\$130.00	\$85.00
Business Communications II	\$130.00	
Records Management	\$130.00	\$240.00
Report Writing	\$130.00	
Business Etiquette	\$130.00	
Business Office Essentials-Independent Study	\$175.00	
Consumer Relations	\$35.00	
Business Law	\$90.00	
Self-Exploration for Personal Growth	\$35.00	
Math Essentials	Free	
English Essentials	Free	
Total \$3,414.00	\$2,500.00	\$914.00