

# BUSINESS BOOKKEEPING & ACCOUNTING

ESTIMATED 2017-2018 COST SHEET

## High School Students

Required WorkKeys Scores: Level 4 Applied Math and Level 5 Reading for Information; and typing test of 25 WPM.

### BUSINESS BOOKKEEPING & ACCOUNTING COURSES

#### Program Courses

BAT 117	Intro to Accounting & Accounting Software	4
BAT 122	Business Communications	4
BAT 130	Word Processing	4
BAT 140	Document Processing	4
BAT 172	Spreadsheet Management	4
BAT 180	Human Relations	4
BAT 200	Business Law	4
BAT 205	Business Research & Writing	4
BAT 215	Database Management	4
BAT 220	Intro to Business Office Management	4
BAT 255	Advanced Business Accounting	4
BAT 265	Advanced Accounting Software	4

Total Certificate Credit Hours 48

#### Certifications

Students will be prepared to take the following certification assessment(s):

**Microsoft Office - Word**  
Microsoft Office – Excel\*  
Microsoft Office – Access\*  
**QuickBooks Pro**

\*Recommended Certifications (Not Required)

### Important Notes:

- High school students are allowed to attend Washburn Tech their junior and/or senior year of high school (must be 16 years of age or older). They must meet the entrance requirements to be eligible for enrollment.
- Enrollment is first-come, first-served.
- While in high school, students do not have to pay tuition, per Senate Bill 155.
- High School students are responsible for supply/material or program specific fee. (i.e. uniforms, online textbooks or access codes, certification testing, printed textbooks/manuals, shop or classroom supplies, materials, kits, knife sets, and/or personal protective equipment.
- High School students are not eligible for federal financial aid; federal guidelines require a high school diploma or GED to be eligible to apply for federal financial aid.
- Washburn Tech reserves the right to make adjustments to a student's account as needed (and/or without prior notice) to ensure accurate schedules and/or billing.
- Students may need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring-binders, etc. These items are purchased by the student at the vendor of their choice.



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## ESTIMATED 2017-2018 COST SHEET

### High School Students

#### ESTIMATED CHARGES FOR HALF-DAY STUDENTS

Fee/Charge	1 <sup>st</sup> Semester (12 Credits)	2 <sup>nd</sup> Semester (12 Credits)	3 <sup>rd</sup> Semester (12 Credits)	4 <sup>th</sup> Semester (12 Credits)
<b>Enrollment Fee</b> (all students pay to secure their enrollment)	\$20.00	\$0.00	\$0.00	\$0.00
<b>Tuition*</b> (\$126.00/credit)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Materials/Technology Fee</b> (\$18.00/credit)	\$216.00	\$216.00	\$216.00	\$216.00
<b>Certification Fee</b> (Microsoft – Word, QuickBooks Pro)	\$0.00	\$0.00	\$0.00	\$100.00
<b>Totals</b>	<b>\$236.00</b>	<b>\$216.00</b>	<b>\$216.00</b>	<b>\$316.00</b>

\*WHILE IN HIGH SCHOOL, STUDENTS DO NOT HAVE TO PAY TUITION, PER SENATE BILL 155.

#### TEXTBOOKS ESTIMATE FOR THIS PROGRAM:

Students will be provided a list of required textbooks, and may purchase textbooks at the Washburn Tech Bookstore or the vendor of their choice.

ESTIMATED COST BY SEMESTER:	CORE 1	CORE 2	CORE 3	BBA BLOCK
	\$200.00-	\$160.00-	\$125.00-	\$250.00-
	\$250.00	\$200.00	\$150.00	\$300.00

#### **RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00**

Microsoft Office – Excel	\$57.00
Microsoft Office – Access	\$57.00