

MEDICAL OFFICE SPECIALIST

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.

MEDICAL OFFICE SPECIALIST COURSES

Program Courses

BAT 113	Intro to Accounting and 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
MOS 240	Medical Transcription	4
MOS 250	Medical Terminology	5
MOS 260	Medical Office Procedures	3

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*

OSHA 10 – General Industry

*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 st Semester (12 Credits)	2 nd Semester (12 Credits)	3 rd Semester (12 Credits)	4 th Semester (12 Credits)
Enrollment Fee (all students pay to secure their enrollment)	\$20.00	\$0.00	\$0.00	\$0.00
Tuition* (\$126.00/credit)	\$0.00	\$0.00	\$0.00	\$0.00
Materials/Technology Fee (\$18.00/credit)	\$216.00	\$216.00	\$216.00	\$216.00
Certification Fee (Microsoft – Word)	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$236.00	\$216.00	\$216.00	\$216.00

*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.

	<u>CORE 1</u>	<u>CORE 2</u>	<u>CORE 3</u>	<u>MOS BLOCK</u>
ESTIMATED COST BY SEMESTER:	\$200.00- \$250.00	\$160.00- \$200.00	\$125.00- \$150.00	\$180.00- \$220.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00

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