

OFFICE CAREERS TECHNOLOGY

ESTIMATED 2017-2018 COST SHEET

High School Students

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

OFFICE CAREERS TECHNOLOGY COURSES

Program Courses

BAT 116	Intro to Business Accounting	2
BAT 126	Intro to Accounting Software	2
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
Total Certificate Credit Hours		24

Certifications

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

Microsoft Office - Word
Microsoft Office – Excel*

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.



Washburn Tech
5724 SW Huntoon St.
Topeka, KS 66604
785.670.2200

www.washburntech.edu

OFFICE CAREERS TECHNOLOGY

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)
Enrollment Fee (all students pay to secure their enrollment)	\$20.00	\$0.00
Tuition* (\$126.00/credit)	\$0.00	\$0.00
Materials/Technology Fee (\$18.00/credit)	\$216.00	\$216.00
Certification Fee (Microsoft – Word)	\$0.00	\$0.00
Totals	\$236.00	\$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>
ESTIMATED COST BY SEMESTER:	\$200.00- \$250.00	\$160.00- \$200.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$57.00

Microsoft Office – Excel \$57.00