

BUSINESS BOOKKEEPING & ACCOUNTING

ESTIMATED 2017-2018 COST SHEET

Post-Secondary 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:

- Enrollment is first-come, first-served.
- Students may apply for the Free Application for Federal Student Aid (FAFSA) to help offset the cost of fees. Financial Aid is available to those who qualify, and have a high school diploma or GED.
- 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 also need to purchase supplies such as (but not limited to) pens and/or pencils, notebooks and/or paper, three-ring-binders, etc. These items are purchased by the student at the vendor of their choice.



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Post-Secondary 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) | \$50.00 | \$0.00 | \$0.00 | \$0.00 |
| Tuition (\$126.00/credit) | \$1512.00 | \$1512.00 | \$1512.00 | \$1512.00 |
| Materials/Technology Fee (\$18.00/credit) | \$216.00 | \$216.00 | \$216.00 | \$216.00 |
| Certification Fee (Microsoft – Word, QuickBooks Pro) | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| Totals | \$1778.00 | \$1728.00 | \$1728.00 | \$1828.00 |

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>BBA BLOCK</u> |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ESTIMATED COST BY SEMESTER: | \$200.00- \$250.00 | \$160.00- \$200.00 | \$125.00- \$150.00 | \$250.00- \$300.00 |

RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00

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

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

| Fee/Charge | 1 st Semester (24 Credits) | 2 nd Semester (24 Credits) |
|---|--|--|
| Enrollment Fee (all students pay to secure their enrollment) | \$50.00 | \$0.00 |
| Tuition (\$126.00/credit) | \$3024.00 | \$3024.00 |
| Materials/Technology Fee (\$18.00/credit) | \$432.00 | \$432.00 |
| Certification Fee (Microsoft – Word, QuickBooks Pro) | \$0.00 | \$100.00 |
| Totals | \$3506.00 | \$3556.00 |

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 & 2</u> | <u>CORE 3 & BBA BLOCK</u> |
|------------------------------------|-----------------------|-------------------------------|
| ESTIMATED COST BY SEMESTER: | \$360.00-\$450.00 | \$375.00-\$450.00 |

RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00

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