

# MEDICAL OFFICE SPECIALIST

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.

### 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:

- 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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# MEDICAL OFFICE SPECIALIST

## ESTIMATED 2017-2018 COST SHEET

### Post-Secondary 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)	\$50.00	\$0.00	\$0.00	\$0.00
<b>Tuition</b> (\$126.00/credit)	\$1512.00	\$1512.00	\$1512.00	\$1512.00
<b>Materials/Technology Fee</b> (\$18.00/credit)	\$216.00	\$216.00	\$216.00	\$216.00
<b>Certification Fee</b> (Microsoft – Word)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$1778.00</b>	<b>\$1728.00</b>	<b>\$1728.00</b>	<b>\$1728.00</b>

#### **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:	<u>CORE 1</u>	<u>CORE 2</u>	<u>CORE 3</u>	<u>MOS BLOCK</u>
	\$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

#### ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 <sup>st</sup> Semester (24 Credits)	2 <sup>nd</sup> Semester (24 Credits)
<b>Enrollment Fee</b> (all students pay to secure their enrollment)	\$50.00	\$0.00
<b>Tuition</b> (\$126.00/credit)	\$3024.00	\$3024.00
<b>Materials/Technology Fee</b> (\$18.00/credit)	\$432.00	\$432.00
<b>Certification Fee</b> (Microsoft – Word)	\$0.00	\$0.00
<b>Totals</b>	<b>\$3506.00</b>	<b>\$3456.00</b>

#### **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:	<u>CORE 1 &amp; 2</u>	<u>CORE 3 &amp; MOS BLOCK</u>
	\$360.00-\$450.00	\$305.00-\$370.00

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

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