

OFFICE CAREERS TECHNOLOGY

ESTIMATED 2017-2018 COST SHEET

Post-Secondary 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 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

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:

- 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)
Enrollment Fee (all students pay to secure their enrollment)	\$50.00	\$0.00
Tuition (\$126.00/credit)	\$1512.00	\$1512.00
Materials/Technology Fee (\$18.00/credit)	\$216.00	\$216.00
Certification Fee (Microsoft – Word)	\$0.00	\$0.00
Totals	\$1778.00	\$1728.00

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.

ESTIMATED COST BY SEMESTER:	<u>CORE 1</u>	<u>CORE 2</u>
	\$200.00-	\$160.00-
	\$250.00	\$200.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$57.00

Microsoft Office – Excel \$57.00

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 Semester (24 Credits)
Enrollment Fee (all students pay to secure their enrollment)	\$50.00
Tuition (\$126.00/credit)	\$3024.00
Materials/Technology Fee (\$18.00/credit)	\$432.00
Certification Fee (Microsoft - Word)	\$0.00
Totals	\$3506.00

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.

ESTIMATED COST BY SEMESTER:	<u>CORE 1 & CORE 2</u>
	\$360.00-\$450.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$57.00

Microsoft Office – Excel \$57.00