

# MEDICAL OFFICE ASSISTANT

CIP: 51.0716

## ESTIMATED 2021-2022 COST SHEET

### Post-Secondary Students

Required Accuplacer Scores: Level 4 Arithmetic (Math) and Level 5 Reading Comprehension

#### MEDICAL OFFICE SPECIALIST COURSES

##### Program Courses

BAT 113	Intro to Accounting and Accounting Software	4
BAT 130	Word Processing	4
BAT 200	Business Law	4
MOS 255	Medical Records Management	4
MOS 250	Medical Terminology	5
MOS 260	Medical Office Procedures	3
BAT 117	Intro to Accounting & Accounting Software	4
***For audit purposes, BAT 117 will substitute for BAT 113		

Total Certificate Credit Hours 24

##### 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.

**Kansas Department of Aging and Disability Services (KDADS), regulations require students to have a social security card** to be eligible to take the exam to become a certified Nurse Aide, Home Health Aide and/or Medication Aide in the state of Kansas. Therefore, students enrolling at Washburn Tech in the Nurse Aide, Home Health Aide and/or Medication Aide course(s) **must present their social security card during the application process and the first day of class.**



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## ESTIMATED 2021-2022 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)
<b>Enrollment Fee</b> (all students pay to secure their enrollment)	\$50.00	\$0.00
<b>Tuition</b> (\$151.40/credit)	\$1816.80	\$1816.80
<b>Materials/Technology Fee</b> (\$22.00/credit)	\$264.00	\$264.00
<b>NEW Book Rental Fee</b>	\$0.00	\$0.00
<b>Certification Fee</b> (Microsoft – Word)	\$0.00	\$36.00
<b>Totals</b>	<b>\$2130.80</b>	<b>\$2116.80</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>MICROSOFT WORD 2016</u> <u>TEXTBOOK</u> \$175.00	<u>INTRO TO ACCOUNTING &amp; SOFTWARE TEXTBOOK</u> \$100.00	<u>MOA BLOCK</u> \$371.00

#### **RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00**

Microsoft Office – Excel	\$87.00
Microsoft Office – Access	\$87.00

#### ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 <sup>st</sup> Semester (24 Credits)
<b>Enrollment Fee</b> (all students pay to secure their enrollment)	\$50.00
<b>Tuition</b> (\$151.40/credit)	\$3633.60
<b>Materials/Technology Fee</b> (\$22.00/credit)	\$528.00
<b>NEW Book Rental Fee</b>	\$0.00
<b>Certification Fee</b> (Microsoft – Word)	\$36.00
<b>Totals</b>	<b>\$4247.60</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>MICROSOFT WORD 2016</u> <u>TEXTBOOK</u> \$175.00	<u>INTRO TO ACCOUNTING &amp; SOFTWARE TEXTBOOK</u> \$100.00	<u>MOA BLOCK</u> \$371.00

#### **RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00**

Microsoft Office – Excel	\$87.00
Microsoft Office – Access	\$87.00