MEDICAL OFFICE SPECIALIST

CIP: 51.0716

ESTIMATED 2020-2021 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 BAT 122 Business Communications BAT 130 Word Processing 4 BAT 140 Document Processing 4 BAT 172 Spreadsheet Management 4 BAT 180 Human Relations BAT 200 Business Law 4 BAT 212 Professional Skills and Ethics BAT 215 Database Management 4 MOS 255 Medical Records Management MOS 250 Medical Terminology 5 MOS 260 Medical Office Procedures **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.



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

MEDICAL OFFICE SPECIALIST

CIP: 51.0716

ESTIMATED 2020-2021 COST SHEET

Post-Secondary Students

ESTIMATED CHARGES FOR HALF-DAY STUDENTS

	1st Semester	2nd Semester	3rd Semester	4th Semester
Fee/Charge	(12 Credits)	(12 Credits)	(12 Credits)	(12 Credits)
Enrollment Fee	\$50.00	\$0.00	\$0.00	\$0.00
Tuition (\$151.40/credit)	\$1816.80	\$1816.80	\$1816.60	\$1816.80
Materials/Technology Fee (\$22.00/credit)	\$264.00	\$264.00	\$264.00	\$264.00
Book Rental Fee	\$36.00	\$0.00	\$31.00	\$0.00
Totals	\$2166.80	\$2080.80	\$2111.80	\$2080.80

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

ESTIMATED COST BY SEMESTER: CORE 1 \$755.00 CORE 2 \$396.00 CORE 3 \$183.00 MOS BLOC \$343.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00

Microsoft Office - Excel \$87.00 Microsoft Office - Access \$87.00

choice.

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 st Semester (24 Credits)	2 nd Semester (24 Credits)	
Enrollment Fee	\$50.00	\$0.00	
Tuition (\$151.40/credit)	\$3633.60	\$3633.60	
Materials/Technology Fee (\$22.00/credit)	\$528.00	\$528.00	
Book Rental Fee	\$36.00	\$31.00	
Totals	\$4247.60	\$4192.60	

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. **CORE 1 & 2** CORE 3 & MOS BLOCK **ESTIMATED COST BY SEMESTER:** \$1151.00 \$526.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00

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

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