

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	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 212	Professional Skills and Ethics	4
BAT 215	Database Management	4
MOS 255	Medical Records Management	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.



Washburn Tech
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Topeka, KS 66604
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www.washburntech.edu

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ESTIMATED 2020-2021 COST SHEET

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	\$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 choice.

ESTIMATED COST BY SEMESTER:	<u>CORE 1</u> \$755.00	<u>CORE 2</u> \$396.00	<u>CORE 3</u> \$183.00	<u>MOS BLOCK</u> \$343.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00

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

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 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.

ESTIMATED COST BY SEMESTER:	<u>CORE 1 & 2</u> \$1151.00	<u>CORE 3 & MOS BLOCK</u> \$526.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00

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