

OFFICE CAREERS TECHNOLOGY

CIP: 52.0401

ESTIMATED 2021-2022 COST SHEET

Post-Secondary Students

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

OFFICE CAREERS TECHNOLOGY COURSES

Program Courses

BAT 113	Intro to Accounting and Accounting Software	4
BAT 200	Business Law	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*

*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

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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	\$50.00	\$0.00
Tuition (\$151.40/credit)	\$1816.80	\$1816.80
Materials/Technology Fee (\$22.00/credit)	\$264.00	\$264.00
Book Rental Fee	\$36.00	\$0.00
Totals	\$2166.80	\$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>	<u>CORE 2</u>
	\$591.00	\$395.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$87.00

Microsoft Office – Excel \$87.00

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

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

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 & CORE 2</u>
	\$986.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$87.00

Microsoft Office – Excel \$87.00