

**Flint Hills Technical College**  
**BUSINESS ADMINISTRATIVE TECHNOLOGY**

**COST ESTIMATE for 2011-2012**

\$100 Enrollment Fee to be paid at enrollment.

This fee is non-refundable and is credited to tuition.

**Certificate Program**

	Fall Semester	Spring Semester	TOTAL
Credit Hours Required	17	16	33
Estimated Tuition/Fees **	\$2,055.00	\$1,940.00	\$3,995.00
Estimated Textbook Expense***	\$1,107.00	\$808.00	\$1,915.00
Estimated Required Supplies	\$55.00		\$55.00
<b>TOTAL ESTIMATES</b>	<b>\$3,217.00</b>	<b>\$2,748.00</b>	<b>\$5,965.00</b>

**A.A.S. Degree**

TECHNICAL EDUCATION	Fall Semester	Spring Semester	TOTAL
Credit Hours Required	7	7	14
Estimated Tuition/Fees**	\$855.00	\$855.00	\$1,710.00
Estimated Textbook Expense ***	\$698.00		\$698.00
<b>TOTAL TECHNICAL ESTIMATES</b>	<b>\$1,553.00</b>	<b>\$855.00</b>	<b>\$2,408.00</b>
<b>GENERAL EDUCATION</b>			
Credit Hours Required			16
Estimated Tuition/Fees			\$1,960.00
Textbook costs - Check website			
<b>TOTAL A.A.S. DEGREE ESTIMATE</b>			<b>\$4,400.00</b>

<b>CERTIFICATION TEST FEES - Required for following classes:</b>	
BAT 221 - Advanced Applications for MCAS (2 exams)	\$ 150.70
BAT 251 - Outlook MCAS	\$ 75.35
BAT 226 - Access Advanced Applications for MCAS	\$ 75.35
BAT 227 - PowerPoint Advanced Applications for MCAS	\$ 75.35
BAT 125 – Word 2010 Core MOS	\$ 35.00
BAT 221 –Word 2010 & Excel 2010 MOS	\$ 70.00

**\*\*Tuition/Fees and Certification Test Fees are due by the first day of class  
 Late fees (\$10/week) are assessed on the balance due after the 1<sup>st</sup> day of class.**

\*\*\* Textbook costs are estimated from the 2010-2011 School Year costs. Textbooks and some supplies are available at the FHTC bookstore. Textbook costs are updated on our website as new prices are calculated. - [www.fhtc.edu](http://www.fhtc.edu)

**These costs were prepared with the latest information on 4/1/2011 and may be subject to change without notice.**

# **BUSINESS ADMINISTRATIVE ADMISSION CRITERIA**

- Application for Admission.
- High school students welcome – must be at least 16 years old.
- Official High School transcript **or** GED Certificate/Transcript.
- Official College transcripts (if applicable).
- ACT scores: Writing-11, Reading-13, Math-15 **OR** ASSET scores: Writing-35, Reading-35, Math-33 **OR** Compass scores: Writing 25, Reading 61, Pre-Algebra 30, Algebra 25, College Algebra 39
- See enrollment procedures if student is home schooled, a non U.S. citizen, or citizen not born in the United States.

❖ **STUDENTS ARE REQUIRED TO WEAR APPROPRIATE CLOTHING FOR AN OFFICE SETTING.**

## **Supplies List**

Kleenex  
Red pens  
Hand-held Calculator  
Ruler or straight edge  
Individual pocket folders

Pens, pencils, highlighters  
1" 3-ring binder  
2 MB Jump drives  
5 Tab separators

Do not purchase any supplies or textbooks until you check with the instructor.