

OFFICE PROFESSIONAL

Estimated Expenses for 2012-2013

Southwest community college — Beatrice • Lincoln

Amounts are based on approximately 10-21 CREDIT HOURS PER QUARTER depending on degree.

■ Administrative Focus

113 credit hours to graduate	
Approx. 6 Quarters to complete	
Based on approx. 19 credit hrs/qtr	
Average per Quarter:	\$1,507
Tuition & Fees	\$1,050
Books	\$457
TOTAL ESTIMATE	\$9,042

■ Medical Focus

115 credit hours to graduate	
Approx. 6 Quarters to complete	
Based on approx. 19 credit hrs/qtr	
Average per Quarter:	\$1,550
Tuition & Fees	\$1,050
Books	\$500
TOTAL ESTIMATE	\$9,300

■ Legal Focus

113 credit hours to graduate	
Approx. 6 Quarters to complete	
Based on approx. 19 credit hrs/qtr	
Average per Quarter:	\$1,492
Tuition & Fees	\$1,050
Books	\$442
TOTAL ESTIMATE	\$8,952

■ General Office Diploma

86 credit hours to graduate	
Approx. 4 Quarters to complete	
Based on approx. 21 credit hrs/qtr	
Average per Quarter:	\$1,537
Tuition & Fees	\$1,160
Books	\$377
TOTAL ESTIMATE	\$6,148

■ Medical Transcription Diploma

87 credit hours to graduate	
Approx. 4 Quarters to complete	
Based on approx. 21 credit hrs/qtr	
Average per Quarter:	\$1,543
Tuition & Fees	\$1,160
Books	\$383
TOTAL ESTIMATE	\$6,172

■ General Office Certificate

40.5 credit hours to graduate	
Approx. 2 Quarters to complete	
Based on approx. 20 credit hrs/qtr	
Average per Quarter:	\$1,348
Tuition & Fees	\$1,105
Books	\$243
TOTAL ESTIMATE	\$2,696

■ Microsoft Office Certificate

40.5 credit hours to graduate	
Approx. 4 Quarters to complete	
Based on approx. 10 credit hrs/qtr	
Average per Quarter:	\$751
Tuition & Fees	\$553
Books	\$198
TOTAL ESTIMATE	\$3,004

To determine overall costs, students should plan a budget that includes the above expenses as well as room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

Tuition is based on a Nebraska Resident rate of \$54 per credit hour and a fee of \$1.25 per credit hour.
For out-of-state tuition costs, the rate is \$66.50 per credit hour with a fee of \$1.25 per credit hour.

Housing is available at the Milford and Beatrice campuses. Quarterly tuition, books and fees are dependent upon classes taken each quarter. All above options require an additional \$25 graduation fee.

The Board of Governors reserves the right to change any or all charges at any time.