LEGAL OFFICE PROFESSIONAL

CIP: 22.0301

ESTIMATED 2021-2022 COST SHEET

Post-Secondary Students

Required Accuplacer Scores: Level 4 Arithmetic (Math) and Level 5 Reading Comprehension

LEGAL OFFICE PROFESSIONAL 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
LOP 240	Legal Terminology	5
LOP 250	Legal Office Projects	3
LOP 260	Legal Transcription	4
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.

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ESTIMATED 2021-2022 COST SHEET

Post-Secondary Students

ESTIMATED CHARGES FOR HALF-DAY STUDENTS

Fee/Charge	1st Semester (12 Credits)	2nd Semester (12 Credits)	3rd Semester (12 Credits)	4th Semester (12 Credits)
Enrollment Fee	$50.00	$0.00	$0.00	$0.00
Tuition ($151.40/credit)	$1816.80	$1816.80	$1816.80	$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:	CORE 1 $755.00	CORE 2 $396.00	CORE 3 $183.00	LOP BLOCK $205.00

RECOMMENDED CERTIFICATIONS ESTIMATE $174.00
Microsoft Office – Excel $87.00   Microsoft Office – Access $87.00

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1st Semester (24 Credits)	2nd 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:	CORE 1 & 2 $1151.00	CORE 3 & LOP BLOCK $388.00

RECOMMENDED CERTIFICATIONS ESTIMATE $174.00
Microsoft Office – Excel $87.00   Microsoft Office – Access $87.00