

# LEGAL OFFICE PROFESSIONAL

## ESTIMATED 2017-2018 COST SHEET

### High School Students

Required WorkKeys Scores: Level 4 Applied Math and Level 5 Reading for Information; and typing test of 25 WPM.

#### 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 205 | Business Research & Writing                 | 4 |
| BAT 215 | Database Management                         | 4 |
| LOP 240 | Legal Terminology                           | 4 |
| LOP 250 | Legal Office Projects                       | 4 |
| LOP 260 | Legal Office 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:

- High school students are allowed to attend Washburn Tech their junior and/or senior year of high school (must be 16 years of age or older). They must meet the entrance requirements to be eligible for enrollment.
- Enrollment is first-come, first-served.
- While in high school, students do not have to pay tuition, per Senate Bill 155.
- High School students are responsible for supply/material or program specific fee. (i.e. uniforms, online textbooks or access codes, certification testing, printed textbooks/manuals, shop or classroom supplies, materials, kits, knife sets, and/or personal protective equipment.
- High school students are not eligible for federal financial aid; federal guidelines require a high school diploma or GED to be eligible to apply for federal financial aid.
- 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 need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring-binders, etc. These items are purchased by the student at the vendor of their choice.



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## ESTIMATED 2017-2018 COST SHEET

### High School Students

#### ESTIMATED CHARGES FOR HALF-DAY STUDENTS

| Fee/Charge  | 1 <sup>st</sup> Semester<br>(12 Credits) | 2 <sup>nd</sup> Semester<br>(12 Credits) | 3 <sup>rd</sup> Semester<br>(12 Credits) | 4 <sup>th</sup> Semester<br>(12 Credits) |
|---|--|--|--|--|
| <b>Enrollment Fee</b> (all students pay to secure their enrollment) | \$20.00                                  | \$0.00                                   | \$0.00                                   | \$0.00                                   |
| <b>Tuition*</b> (\$126.00/credit)                                   | \$0.00                                   | \$0.00                                   | \$0.00                                   | \$0.00                                   |
| <b>Materials/Technology Fee</b> (\$18.00/credit)                    | \$216.00                                 | \$216.00                                 | \$216.00                                 | \$216.00                                 |
| <b>Certification Fee</b> (Microsoft – Word)                         | \$0.00                                   | \$0.00                                   | \$0.00                                   | \$0.00                                   |
| <b>Totals</b>   | <b>\$236.00</b>                          | <b>\$216.00</b>                          | <b>\$216.00</b>                          | <b>\$216.00</b>                          |

\*WHILE IN HIGH SCHOOL, STUDENTS DO NOT HAVE TO PAY TUITION, PER SENATE BILL 155.

#### 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> | <u>CORE 3</u> | <u>LOP BLOCK</u> |
|-----------------------------|---------------|---------------|---------------|------------------|
|                             | \$200.00-     | \$160.00-     | \$125.00-     | \$100.00-        |
|                             | \$250.00      | \$200.00      | \$150.00      | \$125.00         |

#### **RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00**

|                           |         |
|---------------------------|---------|
| Microsoft Office – Excel  | \$57.00 |
| Microsoft Office – Access | \$57.00 |