

LEGAL OFFICE PROFESSIONAL

ESTIMATED 2017-2018 COST SHEET

Post-Secondary 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 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.



Washburn Tech
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www.washburntech.edu

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ESTIMATED 2017-2018 COST SHEET

Post-Secondary Students

ESTIMATED CHARGES FOR HALF-DAY STUDENTS

Fee/Charge	1 st Semester (12 Credits)	2 nd Semester (12 Credits)	3 rd Semester (12 Credits)	4 th Semester (12 Credits)
Enrollment Fee (all students pay to secure their enrollment)	\$50.00	\$0.00	\$0.00	\$0.00
Tuition (\$126.00/credit)	\$1512.00	\$1512.00	\$1512.00	\$1512.00
Materials/Technology Fee (\$18.00/credit)	\$216.00	\$216.00	\$216.00	\$216.00
Certification Fee (Microsoft – Word)	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$1778.00	\$1728.00	\$1728.00	\$1728.00

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

ESTIMATED CHARGES FOR FULL-DAY STUDENTS

Fee/Charge	1 st Semester (24 Credits)	2 nd Semester (24 Credits)
Enrollment Fee (all students pay to secure their enrollment)	\$50.00	\$0.00
Tuition (\$126.00/credit)	\$3024.00	\$3024.00
Materials/Technology Fee (\$18.00/credit)	\$432.00	\$432.00
Certification Fee (Microsoft – Word)	\$0.00	\$0.00
Totals	\$3506.00	\$3456.00

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 & 2</u>	<u>CORE 3 & LOP BLOCK</u>
	\$360.00-\$450.00	\$225.00-\$275.00

RECOMMENDED CERTIFICATIONS ESTIMATE \$114.00

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