

# LEGAL OFFICE PROFESSIONAL



Upon successful completion, you will earn a 48-credit-hour technical certificate and be eligible to complete an associate degree or more advanced degrees at Washburn University.

## Job and Salary Outlook

The U.S. Department of Labor says this career ranks among those with the largest number of job openings. In 2015, according to the Kansas Department of Labor, the average salary for an entry-level legal office professional in Kansas was \$11.82 an hour or \$24,591 annually. The average wage was \$13.81 an hour or \$28,729 annually.

**A career as a legal office professional puts you amidst a challenging environment. Attorneys and judges demand accuracy and excellence as employees perform clerical duties using legal terminology, procedures and documents. As a legal office assistant, you also might help with preparation of legal papers and correspondence such as summonses, complaints, motions and subpoenas. Legal research also can be part of the job.**

## Learning at Washburn Tech

The program provides instruction that includes legal office projects, legal terminology and transcription, legal research, professional standards and ethics and extensive training in computer software. Written and oral communication skills are emphasized as well as professional workplace skills. You will be expected to work diligently on assignments, learn and perform problem-solving skills and meet deadlines. Attending full-day, you can complete the program in two semesters, while half-day and high school students can complete the program in four semesters.

## Entry Requirements

Students are required take the ACT WorkKeys and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of WorkKeys. Please see a recruiter for details. Students also must complete an application and submit an official copy of all transcripts. Incoming students must type at least 25 words per minute.

## Certifications

- OSHA-10
- Microsoft Office Specialist in Word, Excel and Access

### CONTACT US:

785.670.2200  
877.588.7140

**For more programs, enrollment and course schedule information, please contact Admissions. Financial Aid is available to those who qualify.**

**Washburn University Institute of Technology**

5724 SW Huntoon St., Topeka, Kan. 66604 | 785.670.2200 | [washburntech.edu](http://washburntech.edu)



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## Course Descriptions

**Intro to Business Accounting:** develops a foundation for accounting skills and concepts

**Business Communications:** includes the correct identification and use of parts of speech, punctuation, capitalization and numbers

**Intro to Accounting Software:** introduction to accounting software programs using a comprehensive, hands-on training manual to learn computer accounting practices through sample companies

**Word Processing:** use Microsoft Office Word software to create and edit basic to advanced documents

**Document Processing:** continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms and desktop publishing projects from arranged, unarranged and rough-draft sources

**Spreadsheet Management:** learn basic and advanced spreadsheet functions

**Human Relations:** designed for students to learn skills to compete in an increasingly competitive work environment

**Business Law:** provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business

**Business Research & Writing:** learn to write business correspondence, electronic mail and business documents using the correct grammar, style and content

**Database Management:** covers basic database management skills including creating, maintaining and editing records, files and tables and creating queries, forms and reports

**Legal Transcription:** teaches students to transcribe from sound common legal pleadings, correspondence and recorded sessions to reinforce the correct pronunciation of legal terminology

**Legal Terminology:** gain knowledge and understanding of terms commonly used in the legal profession

**Legal Office Projects:** designed to present an overview of the structure and functions of the law office and provide an opportunity to learn about different specialty areas of the law and to prepare real-life documents and pleadings required in this profession

## CHECKLIST

Meet with recruiter

Take ACT WorkKeys\*

Submit transcript(s)

Pay enrollment fee

\*some exceptions apply

## TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - HIGH SCHOOL

Enrollment fee	\$20
Tuition	FREE
All other fees	\$864
<b>TOTAL</b>	<b>\$884</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$699
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## TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - ADULT

Enrollment fee	\$50
Tuition	\$6,048
All other fees	\$864
<b>TOTAL</b>	<b>\$6,962</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$699
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\* A list of required tools/books is on a separate sheet of paper and on our website, WashburnTech.edu. Students also will need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring binder, etc. Students may purchase them at the vendor of their choice.

