

# OFFICE CAREERS TECHNOLOGY



**A career as an office professional can be challenging and rewarding. Administrative assistants perform clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, booking travel and providing information to callers. Our program prepares you for an entry-level position, and can lead to more specialized office career training at Washburn Tech.**

## **Learning at Washburn Tech**

Our office assistant training provides instruction in computer software including Microsoft Office, Word, Excel and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual and 10-key entry. Other areas of emphasis include document processing, human relations, accounting and business communication. Attending full-day, you can complete the program in one semester while half-day students can finish the program in two semesters. Upon completion, you will earn a 24-credit-hour technical certificate.

These core classes also count toward a certificate in our more advanced business programs, which are business bookkeeping and accounting, legal office professional and medical office specialist.

## **Job and Salary Outlook**

While overall employment is expected to decline for this career, due to office automation and consolidation of clerical jobs, favorable opportunities are still expected. The U.S. Department of Labor says job prospects are best for those who have data-entry skills and are familiar with a wide range of office machines. According to the Kansas Department of Labor, the average salary for entry-level office professionals was \$12.93 an hour or \$26,904 annually in 2015. The average salary was \$14.69 an hour or \$30,565 annually.

## **Entry Requirements**

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

### **CERTIFICATION:**

MICROSOFT OFFICE WORD/EXCEL  
OSHA-10

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

**Washburn University Institute of Technology**

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## Course Descriptions

**Intro to Business Accounting:** develops a foundation for accounting skills and assists students in attaining an understanding of accounting concepts and the importance of accounting for funds in a business

**Business Communications:** includes the identification and correct use of parts of speech, punctuation, capitalization and numbers in writing effective sentences and paragraphs; basic spelling rules will be covered and implemented

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

**Word Processing:** students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts

**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:** familiarizes the student with various basic and advanced spreadsheet functions; includes creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics and customizing the appearance and functions of spreadsheets

**Human Relations:** designed for students to learn skills to compete in an increasingly competitive work environment; skills stressed will be the production of documents and resources needed to obtain employment

## 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	\$432
<b>TOTAL</b>	<b>\$452</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$417
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## TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - ADULT

Enrollment fee	\$50
Tuition	\$3,024
All other fees	\$432
<b>TOTAL</b>	<b>\$3,506</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$417
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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.

