



Attendance Policy

Each technical instructor will set the attendance policy in his or her course and/or program. In most cases, attendance and general participation are utilized in the grading formula. As attendance is required in the workplace, it also is emphasized at Washburn Tech in the development of skilled and reliable workers.

Entry Requirements

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. If you already have taken other exams, such as CASAS, ACT or COMPASS, find out whether you scored high enough to test out of a WorkKeys exam. In addition, you are required to type 25 net words per minute.

WorkKeys Requirements	Legal Office Professional
Applied Math	Level 5
Reading for Information	Level 5

Uniforms

Washburn Tech places strong emphasis on grooming and a work-ready appearance. The dress code in the Legal Office Professional program requires students to wear clothing that would be appropriate in an office setting. It must be clean, neat and fit properly. Apparel **not** suitable for class includes cut-offs, halters/midriiffs, half-shirts, spaghetti strap tops and sagging pants.