

# Washburn Tech

## Legal Office Professional Certificate to AA and BLS

- Technical Certificate – 48 hours, courses listed below, earned at Washburn Tech.
- **Associate of Arts, in Office Administration** additional 25-27 hours at Washburn University
- **Bachelors of Applied Science, in Technology Administration with minor in Business Administration** additional 69 hours at Washburn University. Contact the School of Applied Studies for more details.



### CERTIFICATE (LEGAL OFFICE PROFESSIONAL)

Washburn Tech

#### Program Courses

BAT 116	Introduction to Business Accounting	2
BAT 126	Introduction to Accounting Software	2
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	5
LOP 250	Legal Office Projects	3
LOP 260	Legal Transcription	4

**Total Certificate Credit Hours 48**

CED101	College Skills	1
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### ASSOCIATE OF ARTS (LEGAL STUDIES)

#### LEGAL STUDIES CORE

LG100	Intro to Paralegal Studies	3
LG200	Intro to Law	3
LG305	Litigation I	3
LG310	Interviewing & Investigation	3
LG250	Legal Research I	3

#### University Requirements (7-9 credits)

EN101	Freshman Composition	3
WU101	The Washburn Experience or CED 101 College Skills	1-3
MA112	Essential Mathematics or MA116 College Algebra	3

#### General Education Requirements (15 credits)

Social Sciences (from two different disciplines)	6
Natural Sciences	3
Humanities (from two different disciplines)	6

**Total Associate Credit Hours (Washburn) 37-39**

**Total Credit Hours for Associate of Arts 85-87**



### BACHELOR OF LEGAL STUDIES

#### CURRICULUM REQUIREMENTS

#### 73-75 Credits from AS degree

#### Technology Core (15 credits required)

TA300	Evolution and Development of Technology	3
TA320	System Design, Assessment and Evaluation	3
TA330	Safety Analysis and Quality Assurance	3
TA400	Technology Administration	3
TA420	Technology Project – Capstone	3

#### Professional Development (6 credits required)

(Select two from the following)

TA340	Technology Policy	3
TA360	Independent Study	3
TA370	Internship	3
TA380	Technology and the Future	3
TA381	Technology and Ecology	3
TA390	Current Issues in Technology	3

#### Administration Core (15 credits required)

BU250	Management Information Systems or equivalent	3
AC224	Financial Accounting or equivalent course	3
BU360	Marketing or BU 342 Organization & Management	3
BU345	Human Resources Management	3
BU342	Organizational Behavior	3

#### Must select two courses from the following: (6 credits required)

300/400 level business courses (if pursuing Business minor)	
300/400 level public administration courses	
300/400 level technology administration courses	6

#### Additional Core/General Education Requirements

#### Beyond Associate of Science (24 credits required)

EN300	Advanced Composition	3
Social Science		6
EC200	Principles of Macroeconomics	
EC201	Principles of Microeconomics	
Natural Science and Mathematics		9
(Must include 2 non-math courses, Max of 8 hours or 2 courses per discipline)		
Humanities (Max of 6 hours per discipline)		6

**Additional Upper Division Electives to reach 45 credits (3 credits)**

**Total Additional Baccalaureate Credit Hours (Washburn) 69**

**Total Credit Hours for Bachelors of Applied Science 142-144**