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 in the workplace and can lead to more specialized office career training offered 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 and high school 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 $10.04 an hour or $20,873 annually in 2013. The average salary was $14.33 an hour or $29,814 annually.

Entry Requirements
Students are required to meet the minimum score on an assessment test. Tech offers the ACT WorkKeys. A score of 4 in both Reading and Math is required. 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.

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

Washburn Institute of Technology • 5724 SW Huntoon St. • Topeka, Kan. 66604
785.228.6315 or 877.588.7140 • WashburnTech.edu

CERTIFICATIONS:
Microsoft Office Specialist in Word/Excel
OSHA-10
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 the 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: designed to familiarize 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

---

TOTAL 2015-2016 PROGRAM COSTS (Estimated) - HIGH SCHOOL

| Enrollment fee | $20 |
| Tuition | FREE |
| All other fees | $345 |
| TOTAL | $365 |

ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate* | $949 |

TOTAL 2015-2016 PROGRAM COSTS (Estimated) - ADULT

| Enrollment fee | $50 |
| Tuition | $2,496 |
| All other fees | $345 |
| TOTAL | $2,891 |

ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate* | $949 |

*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.