



Certificate— Legal Office Professional to an Associate of Arts— Office Administration to a Bachelor of Applied Science—Technology Administration

At Washburn Tech:

Certificate Program: Legal Office Professional

- BAT113 Intro to Accounting & Accounting Software
- BAT122 Business Communications
- BAT130 Word Processing
- BAT140 Document Processing
- BAT172 Spreadsheet Management
- BAT180 Humans Relations
- BAT200 Business Law
- BAT212 Professional Skills & Ethics
- BAT215 Database Management
- LOP240 Legal Terminology
- LOP250 Legal Office Projects
- LOP260 Legal Transcription

At Washburn University:

Associate of Arts-Major: Office Administration

- TA 210 Tech Survey or TA 310 Tech & Society
- MA 112 Contemporary College Mathematics*
OR MA 116 College Algebra*
- EN 101 First Year Writing
- WU 101 The Washburn Experience**
- General Education Humanities (6 hours)
- General Education Natural Science (3 hours)
- General Education Social Science (6 hours)

AA Degree Requirements

- Minimum 15 credit hours of required coursework must be taken at Washburn
- Student must be concurrently enrolled in 12 hrs at WUTech or have already completed one of the approved WUTech certificates
- Must start at WU within 6 years of WUTech certificate completion

At Washburn University:

Bachelor of Applied Science

Major: Technology Administration

Requirements for the Major:

- TA 300 Evolution & Development of Technology
- TA 310 Technology & Society
- TA 320 System Design, Assessment, & Evaluation
- TA 330 Safety Analysis and Quality Assurance
- TA 400 Technology Administration
- TA 420 Technology Project

Nine credit hours, selected from the following:

- TA 340 Technology Policy
- TA 360 Independent Study
- TA 370 Technology Internship
- TA 380 Technology & the Future
- TA 381 Technology and Ecology
- TA 410 Technology Planning

Minor Requirement:

- Students must select a minor for the TA program. Business, Communication, Health Services Administration, and Public Administration are suggested minors. Students may also consult with the program director for alternative minor options.

General Education (Total of 9 hours in each area—two disciplines)

- General Education Social Science
- General Education Humanities (3 hours must be in Art, Music, or Theatre)
- General Education Natural Science

University Core Requirement

- EN 300 Advanced College Writing

BAS Degree Graduation Requirements

- 45 hours of Upper Division Credit (300 Level and Above)
- 60 Hours earned at a Four-Year University
- 120 Total College Credit Hours
- Overall 2.0 G.P.A.
- 30 of the Last 45 Credits needed must be earned at Washburn University
- Minimum of 84 Graded Credit Hours

Additional Notes:

◆ Check with your advisor at Washburn Tech or in the School of Applied Studies at Washburn University for assistance in building your course schedule each term.

* Please note the following regarding MA 112 and MA116:

* MA 112 requires a ACT Score of 18 or higher on the Math component, MA 112 Placement Exam Score of 50% or higher, or MA 090 with a "B" or better.

* MA 116 requires a ACT Score of 22 or higher on the Math component, MA 116 Placement Exam Score of 75% or higher, or MA 095 with a "B" or better.

Check with your Washburn advisor.

** Students transferring with 30 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from this requirement.