



Certificate— Legal Office Professional to an Associate of Arts— Office 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
- 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

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.
- Reduced tuition rate at Washburn University only applies to the required Associate of Science courses

* 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.

** *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.*