



## Certificate— Legal Office Professional to an Associate of Arts— Legal Studies to a Bachelor of Legal Studies—Legal Studies

### 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 Human 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: Legal Studies

- LG 101 Intro to Legal Practice
- LG 200 Intro to Law
- LG 250 Legal Research I
- LG 305 Litigation I
- LG 310 Interviewing & Investigation
- 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 Legal Studies Major: Legal Studies

#### Requirements for the Major:

- LG 240 Constitutional Law
- LG 300 Legal Writing
- LG 405 Litigation II
- LG 450 Internship
- LG 495 Legal Studies Capstone

#### BLS Directed Electives:

- 21 hours of BLS Directed Electives

#### Legal Studies Correlate Courses:

- 18 hours of Legal Studies Correlate Courses

#### 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.