



Office Administration– AA

Qualifying Washburn Tech Certificate Programs^c:

Must have completed one of the following certificate programs at the Washburn Tech campus:

Business Bookkeeping & Accounting^d

Legal Office Professional^d

Washburn University Requirements:

First Semester			Second Semester		
Number	Title	Hours	Number	Title	Hours
EN 101	Introductory College Writing (SGE) ^{010,a}	3	MA 1XX	Mathematics (SGE) ^{030,a}	3
CN XXX	Communications (SGE) ^{020,a}	3	EN 200	Intermediate College Writing (SGE) ^{010,a}	3
-----	Social & Behavioral Sciences (SGE) ⁰⁵⁰	3	-----	Natural & Physical Sciences (SGE) ⁰⁴⁰	4-5
-----	Arts & Humanities (SGE) ⁰⁶⁰	3	-----	Inclusion & Belonging (SGE) ⁰⁷⁰	3
Total Hours		12	Total Hours		13-14

Washburn University Requirements:

Third Semester		
Number	Title	Hours
-----	Social & Behavioral Sciences (SGE) ⁰⁵⁰	3
-----	Scientific Literacy (SGE) ⁰⁷⁰	3
-----	Arts & Humanities (SGE) ⁰⁶⁰	3
TA 210 or TA 310	Technology Survey or Technology & Society ^a	3
Total Hours		12

^a Grade of "C" or better required for this course

^b General education courses should be chosen in consultation with advisor

^c The curriculum and number of credit hours vary for each Washburn Tech certificate program. Students are encouraged to reach out to a Washburn Tech advisor for more information.

^d Program no longer offered beginning Fall 2022

Systemwide General Education (SGE) Key

010 English	050 Social & Behavioral Sciences
020 Communications	060 Arts & Humanities
030 Math & Statistics	070 Institutionally Designated
040 Natural & Physical Sciences	