

# LEGAL OFFICE PROFESSIONAL

CIP: 22.0301

## ESTIMATED 2021-2022 COST SHEET

### Secondary Students

Course ID	Course Title	Credit Hours	T = Technical G= General	Tuition and per credit hour fee (\$151.40)	Materials/Technology Fee (\$22.00)	Exempted for High School Students under Excel in CTE	Certifications **	Non- Consumable Fees ***	Student Out of Pocket Responsibility
<b>First Semester</b>									
BAT113	Intro to Acct & Acct Software	4	T	\$ 605.60	\$ 88.00	\$ 693.60	\$ -	\$ 36.00	\$ 36.00
BAT200	Business Law	4	T	\$ 605.60	\$ 88.00	\$ 693.60	\$ -	\$ -	\$ -
BAT130	Word Processing	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
									\$ 729.60
<b>Second Semester</b>									
BAT140	Document Processing	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
BAT172	Spreadsheet Management	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
BAT180	Human Relations	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
									\$ 2,080.80
<b>Third Semester</b>									
BAT122	Business Communications	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
BAT212	Professional Skills & Ethics	4	G	\$ 605.60	\$ 88.00	\$ -	\$ -	\$ -	\$ 693.60
BAT215	Database Management	4	T	\$ 605.60	\$ 88.00	\$ 693.60	\$ -	\$ -	\$ -
									\$ 1,387.20
<b>Fourth Semester</b>									
BAT240	Legal Terminology	5	T	\$ 757.00	\$ 110.00	\$ 867.00	\$ -	\$ -	\$ -
BAT250	Legal Office Projects	3	T	\$ 454.20	\$ 66.00	\$ 520.20	\$ -	\$ -	\$ -
BAT260	Legal Transcription	4	T	\$ 605.60	\$ 88.00	\$ 693.60	\$ -	\$ -	\$ -
						\$ 4,161.60			\$ -

\*\*\* Book Rental = \$36.00

\$ 4,197.60

#### RECOMMENDED CERTIFICATIONS ESTIMATE \$174.00

Microsoft Office – Excel \$87.00  
Microsoft Office – Access \$87.00

#### TEXTBOOKS ESTIMATE FOR THIS PROGRAM:

Students will be provided a list of required textbooks, and may purchase textbooks at the Washburn Tech Bookstore or the vendor of their choice.

<b>ESTIMATED COST BY SEMESTER:</b>	<u>CORE 1</u> \$755.00	<u>CORE 2</u> \$396.00	<u>CORE 3</u> \$183.00	<u>LOP BLOCK</u> \$205.00
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REQUIRED ACCUPLACER SCORES: LEVEL 4 ARITHMETIC (MATH) AND LEVEL 5 READING COMPREHENSION

## HOW TO ENROLL

### ✓ Checklist (high school)

Seats are limited

- Complete online application
- Submit official transcripts
- Take/pass an entrance exam\*
- Preferred underweighted high school GPA of a 2.0 or higher or recommendation from your counselor
- Submit Recommendation Form by School Official
- Register for classes by meeting with your Admissions Counselor
- Attend Orientation Session (July for August start, Dec for January starts)

\*You may submit an official transcript indicating an associate or bachelor's degree.



#### Important Notes:

- High school students are allowed to attend Washburn Tech their junior and/or senior year of high school (must be 16 years of age or older). They must meet the entrance requirements to be eligible for enrollment.
- The State of Kansas – through an initiative known as Excel in CTE – is covering the cost of tuition and related fees for all technical courses in an approved technical program. The determination of whether a course is tiered or non-tiered is determined by the State of Kansas. High School students are responsible for the standard tuition rate and associated fees for all non-tiered courses.
- High School students are responsible for program specific non-consumable fees (i.e. uniforms, online textbooks or access codes, certification testing, printed textbooks/manuals, kits, knife sets, and/or personal protective equipment).
- High School students are not eligible for federal financial aid; federal guidelines require a high school diploma or GED to be eligible to apply for federal financial aid.
- Washburn Tech reserves the right to make adjustments to a student's account as needed (and/or without prior notice) to ensure accurate schedules and/or billing.
- Students may need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring-binders, etc. These items are purchased by the student at the vendor of their choice.