



PRESENT YOUR CASE  
FOR A BRIGHT FUTURE

# Legal Office Professional

[BUSINESS]



This career puts you amidst a challenging environment. Attorneys and judges demand accuracy and excellence as employees perform clerical duties using legal terminology, procedures and documents. You also might help with preparation of legal papers and correspondence such as summonses, complaints, motions and subpoenas.

## LEARNING AT WASHBURN TECH

The program provides instruction that includes legal office projects, legal terminology and transcription, legal research, professional standards and ethics and extensive training in computer software. Written and oral communication skills are emphasized as well as professional workplace skills. You will be expected to work diligently on assignments, learn and perform problem-solving skills and meet deadlines.

Attending full-day, you can complete the program in two semesters, while half-day and high school students can complete the program in four semesters. Upon successful completion, you will earn a 48-credit-hour technical certificate and be eligible to complete an associate degree or more advanced degrees at Washburn University.

## JOB AND SALARY OUTLOOK

The U.S. Department of Labor says this career ranks among those with the largest number of job openings. In 2018, according to the Kansas Department of Labor, the average salary for an entry-level legal office professional in Kansas was \$12.55 an hour or \$26,110 annually. The average wage was \$17.94 an hour or \$37,320 annually.

## ENTRY REQUIREMENTS

Students are required take the Accuplacer and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of Accuplacer. Please see a recruiter for details. Students also must complete an application and submit an official copy of all transcripts. It is recommended that you can type at least 25 words per minute.

## CERTIFICATIONS

- + Microsoft Office Specialist Word/Excel/Access
- + OSHA-10

## Build your best self.

TALK TO A RECRUITER TODAY!  
785.670.2200

TOLL-FREE  
877.588.7140

## CAREERS IN LAW »

- + law firm
- + corporate legal
- + DA's office
- + government agency
- + public interest group
- + educator

# Legal Office Professional

## COURSE DESCRIPTIONS

### INTRO TO BUSINESS ACCOUNTING & ACCOUNTING SOFTWARE

Develops a foundation for accounting skills/concepts; introduction to accounting software programs using a comprehensive, hands-on training manual to learn computer accounting practices via sample companies

### BUSINESS COMMUNICATIONS

Includes the correct identification and use of parts of speech, punctuation, capitalization and numbers

### WORD PROCESSING

Use Microsoft Office Word software to create and edit basic to advanced documents

### DOCUMENT PROCESSING

Continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms and desktop publishing projects

### SPREADSHEET MANAGEMENT

Learn basic and advanced spreadsheet functions

### HUMAN RELATIONS

Designed for students to learn skills to compete in an increasingly competitive work environment

### BUSINESS LAW

Provides a basic knowledge of the law and regulations to anyone contemplating a career in business

### PROFESSIONAL SKILLS & ETHICS

Learn to write business correspondence, electronic mail and business documents using the correct grammar, style and content

### DATABASE MANAGEMENT

Covers basic database management skills including creating, maintaining and editing records, files and tables and creating queries, forms and reports

### LEGAL TRANSCRIPTION

Transcribe from sound common legal pleadings, correspondence and recorded sessions to reinforce the correct pronunciation of legal terminology

### LEGAL TERMINOLOGY

Covers terms commonly used in the legal profession

### LEGAL OFFICE PROJECTS

Presents an overview of the structure and functions of the law office; learn about specialty areas of the law



## APPLICATION CHECKLIST



MEET WITH  
RECRUITER



TAKE  
ACCUPLACER\*



SUBMIT  
TRANSCRIPT(S)



PAY  
ENROLLMENT FEE  
(ADULT ONLY)

## 2021-2022 PROGRAM COSTS (Estimated)

	HIGH SCHOOL	ADULT
Enrollment fee	\$0	\$50
Tuition	*\$3,633.60	\$7,267.20
All other fees	\$564	\$1,123
<b>TOTAL</b>	<b>\$4,197.60</b>	<b>\$8,440.20</b>

\*Tiered courses are paid by Excel in CTE. Non-tiered courses are paid by the student.

## ADDITIONAL CHARGES\*\* (Estimated)

	HIGH SCHOOL	ADULT
Tools/Books	\$1,539	\$1,539

## COST NOTE

\*\*A list of required tools/books is on a separate sheet of paper and on our website, WashburnTech.edu. Students also will need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring binder, etc. Students may purchase them at the vendor of their choice.

## MORE INFO »

For more programs, enrollment and course schedule information, please contact Admissions. Financial Aid is available to those who qualify.

CALL 785.670.2200

TOLL-FREE 877.588.7140