



**BECOME A VITAL PLAYER  
OF ANY OFFICE TEAM**

# Office Careers Technology

**[BUSINESS]**



A career as an office professional can be challenging and rewarding. Administrative assistants perform clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, booking travel and providing information to callers.

**LEARNING AT WASHBURN TECH**

This program provides instruction in computer software including Microsoft Office, Word, Excel and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual and 10-key entry. Other areas of emphasis include document processing, human relations, accounting and business communication. Attending full-day, you can complete the program in one semester while half-day students can finish the program in two semesters. Upon completion, you will earn a 24-credit-hour technical certificate. These core classes also count toward a certificate in our more advanced business programs, which are business bookkeeping and accounting, legal office professional and medical office specialist.

favorable opportunities are still expected. Labor experts say job prospects are best for those who have data-entry skills and are familiar with a wide range of office machines. According to the Kansas Department of Labor, the average salary in 2018 for entry-level office professionals was \$11.37 an hour or \$23,640 annually. The average wage was \$15.93 an hour or \$33,140 annually.

**ENTRY REQUIREMENTS**

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

**JOB AND SALARY OUTLOOK**

While overall employment is expected to decline for this career, due to office automation and consolidation of clerical jobs,

**CERTIFICATIONS**

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

**Build your best self.**

TALK TO A RECRUITER TODAY!  
**785.670.2200**  
TOLL-FREE  
**877.588.7140**

**CAREERS IN BUSINESS »**

- + receptionist
- + records clerk
- + bookkeeper
- + office manager
- + administrative assistant
- + medical assistant
- + legal office professional
- + medical office specialist



## COURSE DESCRIPTIONS

### INTRO TO BUSINESS ACCOUNTING & ACCOUNTING SOFTWARE

Develops a foundation for accounting skills and assists students in attaining an understanding of accounting concepts and the importance of accounting for funds in a business; provides an introduction to accounting software program using a comprehensive, hands-on training manual to learn computer accounting practices

### BUSINESS LAW

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

### WORD PROCESSING

Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts

### 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 from arranged, unarranged and rough-draft sources

### SPREADSHEET MANAGEMENT

Familiarizes the student with various basic and advanced spreadsheet functions; includes creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics and customizing the appearance and functions of spreadsheets

### HUMAN RELATIONS

Designed for students to learn skills to compete in an increasingly competitive work environment; skills stressed will be the production of documents and resources needed to obtain employment



## 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	*\$2,422.40	\$3,633.60
All other fees	\$388	\$564
<b>TOTAL</b>	<b>\$2,810.40</b>	<b>\$4,247.60</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	\$986	\$986

### 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