

# LEGAL OFFICE PROFESSIONAL



## 2021-2022 TEXTBOOKS & REQUIRED SUPPLIES

✓ TEXTBOOKS (REQUIRED)	COURSE#	COURSE NAME	TEXTBOOK TITLE	EDITION	PUBLISHER	ISBN
	BAT130	Word Processing	Benchmark Series: Microsoft Word 365/2019 (Levels 1 & 2 Cirrus access card required)		EMC Paradigm	978-0-763-88803-9
	BAT113	Intro to Accounting and Accounting Software	Accounting Basics: An Introduction for Non- Accounting Majors		Labyrinth Learning	978-1-591-36692-8
			QuickBooks Desktop 2020: Level 1		Labyrinth Learning	978-1-640-61212-9
	BAT200	Business Law	No Textbook required			
	BAT140	Document Processing	GDP/11e Online Software Registration Card		McGraw Hill	978-0-077-31944-1
	BAT172	Spreadsheet Management	Benchmark Series: Microsoft Excel 365/2019 (Levels 1 & 2 Cirrus access card required)		EMC Paradigm	978-0-763-88789-6
	BAT180	Human Relations	No textbook required			
	BAT122	Business Communications	No textbook required			
	BAT212	Professional Skills and Ethics	No textbook required			
	BAT215	Database Management	Benchmark Series: Microsoft Access 365/2019 Levels 1 & 2 (Cirrus/e-book access code required)		EMC Paradigm	978-0-763-88809-1

	LOP240	Legal Terminology	No textbook required			
	LOP250	Legal Office Projects	No textbook required			
	LOP260	Legal Transcription	No textbook required			
✓ <b>SUPPLIES</b>	Students <u>may</u> also need to purchase supplies such as (but not limited to) pens and/or pencils, notebooks and/or paper, three-ring-binders, etc. These items are purchased by the student at the vendor of their choice.					

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, [edirector@washburn.edu](mailto:edirector@washburn.edu)