

Office Professional

Beatrice and Lincoln Campuses and Online Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Administrative assistant
- Office manager
- General office clerk
- Medical transcriptionist
- Legal office assistant
- Medical office assistant
- Executive assistant
- Desktop publisher
- Customer service assistant
- Receptionist
- Computer operator

Program overview

This program is located on the Beatrice and Lincoln campuses. Students may choose a Certificate focusing on general office or Microsoft Office skills, a Diploma focusing on general office or medical transcription skills, or an Associate of Applied Science degree focusing on administrative, legal or medical office skills.

Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment.

You can expect to use traditional office skills on the job as well as new technology. Soft skills such as teaming, ethics, attitude and professional work habits and responsibilities also are covered.

Program graduates are working in small and large companies throughout southeast Nebraska and surrounding states. Other graduates are continuing their education.

For more information contact:

RoxAnn Coudeyras, Program Co-Chair – Beatrice
402-228-3468 ext. 1332, 800-233-5027 ext. 1332,
rcoudeyr@southeast.edu

Sharon Dexter, Program Co-Chair–Beatrice
402-228-8284, 800-233-5027 ext. 1284,
sdexter@southeast.edu

Karen Hermesen, Program Chair–Lincoln
402-437-2426, 800-642-4075 ext. 2426,
khermsen@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600



Credit Hours Required for Graduation:

Certificate:

- General Office Focus: 40.5
- Graphic Communication Focus: 31.5
- Microsoft Office Focus: 40.5

Diploma:

- General Office Focus: 86.0
- Medical Transcription Focus: 86.5

Associate of Applied Science Degree:

- Administrative Office Focus: 113.0
- Legal Office Focus: 113.0
- Medical Office Focus: 114.5

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing requirements for an Associate of Applied Science degree will be prepared to take the Certified Professional Secretary or Certified Administrative Professional examination awarded through the International Association of Administrative Professionals. All course prerequisites must be passed with a "C" or higher to continue through the program.

Special Program Requirements:

Students who wish to pursue their education in the Office Professional program must complete the college admissions requirements and the special program requirements:

1. Students will complete the COMPASS, ASSET, ACT or SAT pre-admission testing. Skills students currently have in math, writing, and reading comprehension will be determined by test scores. Scores from testing will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:
 - ENGL0850 Reading Strategies I
 - ENGL0880 Reading Strategies II
 - ENGL0950 Beginning Writing
 - ENGL0980 Intermediate Writing
 - MATH0900 Math Fundamentals
 - MATH0950 Beginning Algebra
 Your advisor will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.
2. Students' high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a B average or higher. Students who cannot validate previous accounting course work will be required to take OFFT1310 Office Accounting.
3. Prerequisite competencies required in the program include a typing/keyboarding skill

of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Keyboarding I (OFFT1010) and/or Keyboarding II (OFFT1020).

4. If your advisor determines that you must take developmental or prerequisite courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

Prerequisite courses or equivalents

(Credit not counted toward graduation requirements)

(Course numbers preceded by an asterisk (*) have prerequisites.)

COURSE #	COURSE TITLE	CREDIT HRS
OFFT1010	Keyboarding I	3.0
*OFFT1020	Keyboarding II	3.0
OFFT1310	Office Accounting	4.5

A.A.S. Office Professional Core Courses:

OFFT1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2060	Voice Recognition/ Transcription	4.5
*OFFT2340	Records and Information Management	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2901	Cooperative Experience	5.0
*BSAD1020	Microsoft Applications II	4.5

59.0 hours

Administrative Office Focus Courses:

*ACCT1200	Principles of Accounting I	4.5
*OFFT1680	Web Page Support	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1760	Project Management Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2720	Microsoft Office Integration	4.5
	Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses).	4.5

31.5 hours

Legal Office Focus Courses:

*ACCT1200 Principles of Accounting I	4.5
BSAD1090 Business Law I	4.5
*BSAD1100 Business Law II	4.5
*BSAD2310 Business Ethics	4.5
*OFFT2210 Legal Processes I	4.5
*OFFT2220 Legal Processes II	4.5
*OFFT2310 Financial Computer Applications	4.5

31.5 hours

Medical Office Focus Courses:

*BIOS1000 Structure and Function of the Human Body or	
BIOS1210 Anatomy and Physiology (Bea)	6.0
MEDA1101 Medical Terminology 1 (Linc) and	2.0
*MEDA1201 Medical Terminology 2 (Linc) or	3.0
OFFT1120 Medical Terminology (Bea)	4.5
*OFFT2650 Computerized Medical Management	3.0
*MEDA1203 Medical Law	3.0
*MEDA1404 Medical Diseases	4.5
*MEDA1405 Insurance for the Medical Office	3.0
*OFFT2130 Medical Machine Transcription	4.5
*OFFT2440 Medical Office Procedures	4.5

33.0/33.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 16 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	
ENGL1010 Composition I	4.5
Mathematics	
MATH1040 (Business Math) or higher	4.5
Social Science	
PSYC1250 Interpersonal Relations	4.5
Computer Technology	
BSAD1010 Microsoft Applications I	4.5

22.5 hours



Diploma Core Courses:

OFFT1110 Business Communications	4.5
*OFFT1160 Keyboarding III	4.5
*OFFT1170 Keyboarding IV	4.5
*OFFT1710 Word Applications I	4.5
*OFFT1720 Word Applications II	4.5
*OFFT2000 Employment Techniques	4.5
*OFFT2060 Voice Recognition/Transcription	4.5
*OFFT2901 Cooperative Experience	5.0
*BSAD1020 Microsoft Applications II	4.5

41.0 hours

Choose from two focuses: General Office Focus or Medical Transcription Focus.

General Office Focus:

MATH1040 Business Math	4.5
*OFFT1680 Web Page Support or	
*OFFT1740 Desktop Publishing Applications or	
*OFFT1760 Project Management Applications or	
*OFFT2310 Financial Computer Applications	4.5
*OFFT2340 Records and Information Management	4.5
*OFFT2410 Administrative Procedures I	4.5
*OFFT2420 Administrative Procedures II	4.5
Advisor Approved Electives	13.5

36.0 hours

Medical Transcription Focus:

*BIOS1000 Structure and Function of the Human Body or	
BIOS1210 Anatomy and Physiology (Bea)	6.0
MEDA1101 Medical Terminology 1 (Linc) and	2.0
*MEDA1201 Medical Terminology 2 (Linc) or	3.0
OFFT1120 Medical Terminology (Bea)	4.5
OFFT2650 Computerized Medical Management	3.0
*MEDA1404 Medical Diseases (Linc)	4.5
*MEDA1405 Insurance for the Medical Office	3.0
*MEDA1406 Basic Pharmacology (Linc)	2.0
*OFFT2130 Medical Machine Transcription	4.5
*OFFT2340 Records and Information Management	4.5
*OFFT2440 Medical Office Procedures	4.5

36.5/37.0 hours

(Some courses for this focus are offered only on the Lincoln campus.)

Required General Education Diploma Courses:

BSAD1010 Microsoft Applications I	4.5
PSYC1250 Interpersonal Relations	4.5

9.0 hours

Certificate

Choose from three focuses: General Office Focus, Microsoft Office Focus or Graphic Communication.

General Office Focus:

OFFT1110 Business Communications or	
*OFFT2060 Voice Recognition/Transcription	4.5
*OFFT1160 Keyboarding III	4.5
*OFFT1710 Word Applications I	4.5
*OFFT2000 Employment Techniques	4.5
MATH1040 Business Math	4.5
PSYC1250 Interpersonal Relations	4.5
Advisor Approved Electives	9.0

36.0 hours

Microsoft Office Focus:

*BSAD1020 Microsoft Applications II	4.5
*OFFT1680 Web Page Support	4.5
*OFFT1710 Word Applications I	4.5
*OFFT1720 Word Applications II	4.5
*OFFT1740 Desktop Publishing Applications	4.5
*OFFT1760 Project Management Applications	4.5
*OFFT2060 Voice Recognition/Transcription	4.5
*OFFT2340 Records and Information Management	4.5

36.0 hours

Required General Education Certificate Course:

BSAD1010 Microsoft Applications I	4.5
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4.5 hours

(Course numbers preceded by an asterisk (*) have prerequisites.)

Graphic Communication Certificate

This certificate will equip students with an in-depth knowledge of graphic communications with an emphasis in design theory, image preparation, print layout, and web design. It relates to programs in Graphic Design|Media Arts, Computer Information Technology, Office Professional and Journalism.

This certificate will be available starting January 2013.

Core Courses:

GDMA1118 Introduction to Graphic Communication	3.0
GDMA1119 The Structure of Graphic Communication	6.0
GDMA1124 Introduction to Typography	4.5

Additional Courses:

GDMA1121 Photoshop	4.5
OFFT1740 Desktop Publishing App.	4.5
OFFT1680 Web Page Support	4.5

General Education Course **4.5**
31.5 hours

