

2018-2019

SOUTHEAST
COMMUNITY
COLLEGE
NEBRASKA

OFFICE PROFESSIONAL

Associate of
Applied Science
Degree

Diploma

LINCOLN CAMPUS AND ONLINE

www.southeast.edu/OfficeProfessional



Every office needs administrative employees, and the Office Professional program will provide you with the skills and knowledge to work in a variety of office environments. Graduates are prepared for careers as administrative assistants, office managers, data-entry specialists, and legal and medical secretaries.

Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude and enhanced skills in the office environment. Program graduates are working in small and large companies throughout southeast Nebraska and surrounding states. Other graduates are continuing their education.

Students 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.

Types of jobs available:

- Administrative Assistant
- Office Manager
- General Office Clerk
- Legal Office Assistant
- Medical Office Assistant
- Executive Assistant
- Desktop Publisher
- Customer Service Assistant
- Receptionist
- Computer Operator

Graduate Earnings:

Recent graduates report a starting salary of \$28,000 per year.

For more information contact:

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

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu. This publication should not be considered a contract between SCC and any prospective student. SCC's Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice. A0742 - OFFT (05/18)

"I started at Southeast Community College almost four years ago in the Information Technology program. After 18 months I switched to the Office Professional program to become an administrative assistant. SCC was a great choice. All of the instructors are helpful, and the College provided free tutoring, which has helped me become successful. I learned how to work in and manage an office. SCC faculty also are there for students who need help with assignments or projects."



-Edwin Tubanovic



"I started my journey 25 years ago in San Diego, Calif. I was ecstatic when I found out that SCC accepted my transfer credits from so many years ago. Coming back to school was hard enough, but coming into an unfamiliar environment was going to be the most difficult challenge. But it was easier than I thought. The instructors are more than willing to help you with whatever you need. I felt welcome and not like an outsider. I made the best choice coming into Office Professional. It has helped me advance in my career within the IRS, and I can also move forward in getting future promotions. I especially enjoyed the online courses, which allowed me to travel and not get behind in class."

-Melanie Geraci, Administrative Assistant, IRS

Special Program Requirements:

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

- Students will complete the ACCUPLACER, 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 foundational reading program that may be necessary.

Foundational courses include the following:

ENGL0960	College Reading & Writing
ENGL0985	Intermediate College Reading/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.

- 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 Office Accounting (OFFT1310).
- Keyboarding classes numbered below OFFT1160 do not meet graduation requirements. Students will complete a keyboarding placement test. Those students who do not meet the 30 NWAM (net words a minute = gross words keyed - errors) requirement will need to take Basic Keyboarding to improve their skills.
- 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.

General Education A.A.S. Requirements:

SCC Core General Education Learning Outcomes (GELOs)

(One class from each GELO below)

GELO #1:	Oral Communications	4.5
GELO #2:	Written Communications	4.5
	ENGL1110 Business Communications	
GELO #3:	Critical Thinking & Problem Solving	4.5
	MATH1040 Business Math (or higher)	
GELO #5:	Analytical, Quantitative, and Scientific Reasoning	4.5
	ECON1200 Personal Finance (or any course listed in this category)	
GELO #6:	Career and Life Skills	4.5
	BSAD1010 Microsoft Applications I	
		22.5 hours

A.A.S. Office Professional Core Courses:

*OFFT1160	Intermediate Keyboarding	4.5
*OFFT1170	Advanced Keyboarding	4.5
*OFFT1310	Office Accounting or ACCT 1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2901	Cooperative Experience OR	
*OFFT2900	Internship	4.5
*BSAD1020	Microsoft Applications II	4.5
		40.5 hours

Administrative Office Focus Courses:

*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2720	Microsoft Office Integration	4.5
		31.5 hours

Legal Office Focus Courses:

BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
OFFT2000	Employment Techniques	4.5
*OFFT2200	Legal Processes	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
		31.5 hours

Medical Office Focus Courses:

*MEDA1203	Medical Law & Ethics	3.0
HLTH1060	Comprehensive Medical Terminology	4.5
*MEDA1405	Insurance for the Medical Office	3.0
OFFT2000	Employment Techniques	4.5
*OFFT2420	Administrative Procedures II	4.5
HLTH1030	Structure & Function of the Human Body	6.0
*OFFT2650	Computerized Medical Management	4.5
		30.0 hours

Office Management Focus Courses:

*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*BSAD2310	Business Ethics	4.5
BSAD2370	Human Resources Management	4.5
BSAD1070	Customer Service	4.5
BSAD2155	Career Transition and Management Strategies	4.5
		27.0 hours

Diploma Core Courses:

*OFFT1160	Intermediate Keyboarding	4.5
*OFFT1170	Advanced Keyboarding	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2410	Administrative Procedures I	4.5
		36.0 hours

General Education Diploma Requirements:

BSAD1010	Microsoft Applications I	4.5
ENGL1110	Business Communications	4.5
		9.0 hours

Estimated Expenses

Nebraska Resident tuition/fee rate is \$69.50 per credit hour. Out-of-state tuition/fee rate is \$83.50 per credit hour. Graduation fee is \$25.

Housing is available at Beatrice and Milford campuses only. Tuition, books and fees are dependent upon classes taken each quarter.

Students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

A.A.S. ADMINISTRATIVE FOCUS

94.5 credit hours to graduate	
Approx. 7 quarters to complete	
Based on approx. 13.5 credit hrs/qr	
Average per quarter	\$1,348
Tuition & fees	\$939
Books	\$409
Total Estimate	\$9,436

A.A.S. LEGAL FOCUS

94.5 credit hours to graduate	
Approx. 7 quarters to complete	
Based on approx. 13.5 credit hrs/qr	
Average per quarter	\$1,340
Tuition & fees	\$939
Books	\$401
Total Estimate	\$9,380

A.A.S. MEDICAL FOCUS

93 credit hours to graduate	
Approx. 7 quarters to complete	
Based on approx. 13.5 credit hrs/qr	
Average per quarter	\$1,315
Tuition & fees	\$939
Books	\$376
Total Estimate	\$9,205

A.A.S. OFFICE MANAGEMENT FOCUS

90 credit hours to graduate	
Approx. 5 quarters to complete	
Based on approx. 13 credit hrs/qr	
Average per quarter	\$1,278
Tuition & fees	\$904
Books	\$374
Total Estimate	\$8,946

GENERAL OFFICE DIPLOMA

45 credit hours to graduate	
Approx. 5 quarters to complete	
Based on approx. 15 credit hrs/qr	
Average per quarter	\$1,575
Tuition & fees	\$1,043
Books	\$532
Total Estimate	\$4,725



www.southeast.edu/q2s