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.

“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:

1. 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:
- OFFT1160 Intermediate Keyboarding 4.5
- A.A.S. Office Professional Core Courses:
  - (or any course listed in this category)
  - MATH1040 Business Math (or higher)
  - Solving 4.5
  - OFFT2000 Spreadsheet and Database Applications
  - OFFT2310 Financial Computer Applications 4.5
  - OFFT2720 Microsoft Office Integration 4.5

22.5 hours

Administrative Office Focus Courses:
- OFFT1740 Desktop Publishing Applications 4.5
- OFFT1180 Collaboration Applications 4.5
- OFFT2000 Employment Techniques 4.5
- OFFT2990 Spreadsheet and Database Applications 4.5
- OFFT2310 Financial Computer Applications 4.5
- OFFT2420 Administrative Procedures II 4.5

Legal Office Focus Courses:
- BSAD1090 Business Law I 4.5
- BSAD1100 Business Law II 4.5
- OFFT2410 Administrative Procedures I 4.5

Medical Office Focus Courses:
- MEDA1203 Medical Law & Ethics 3.0
- HLTH1060 Comprehensive Medical Terminology 4.5
- MEDA1405 Insurance for the Medical Office 4.5
- OFFT2000 Employment Techniques 4.5
- OFFT2420 Administrative Procedures II 4.5
- HLTH1030 Structure & Function of the Human Body 4.5
- OFFT2650 Computerized Medical Management 4.5

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

A.A.S. ADMINISTRATIVE FOCUS
94.5 credit hours to graduate
Approx. 7 quarters to complete
Based on approx. 13.5 credit hrs/qtr
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/qtr
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/qtr
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/qtr
Average per quarter $1,278
Tuition & fees $904
Books $337
Total Estimate $8,946

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

A.A.S. LEGAL FOCUS
Based on approx. 13.5 credit hrs/qtr
Average per quarter $1,340
Tuition & fees $939
Books $401
Total Estimate $9,380

A.A.S. MEDICAL FOCUS
Based on approx. 13.5 credit hrs/qtr
Average per quarter $1,315
Tuition & fees $939
Books $376
Total Estimate $9,205

A.A.S. OFFICE MANAGEMENT FOCUS
Based on approx. 13 credit hrs/qtr
Average per quarter $1,278
Tuition & fees $904
Books $337
Total Estimate $8,946

General Education A.A.S. Requirements:
SCC Core General Education Learning Outcomes (GELOs)
- (One class from each GELO below)
- GELO #2: Written Communications 4.5
- ENGL1110 Business Communications 4.5
- 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 ACCT1200 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 Internship 4.5
- BSAD1020 Microsoft Applications II 4.5

BSAD1010 Microsoft Applications I 4.5
ENGL1110 Business Communications 4.5

9.0 hours

BSAD1090 Business Law I 4.5
BSAD1100 Business Law II 4.5
BSAD2310 Business Ethics 4.5
OFFT2000 Employment Techniques 4.5
OFFT2420 Administrative Procedures II 4.5
OFFT2990 Spreadsheet and Database Applications 4.5

27.0 hours

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

36.0 hours

General Education Diploma Requirements:
- 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
- OFFT2990 Spreadsheet and Database Applications 4.5
- OFFT2410 Administrative Procedures I 4.5
- OFFT2420 Administrative Procedures II 4.5

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

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