



Associate of Applied Science Degree Diploma

Credit Hours Required for Graduation:

Associate of Applied Science Degree:

Administrative Office Focus	63.0
Legal Office Focus	63.0
Medical Office Focus	63.0
Office Management Focus.....	63.0

Diploma:

General Office.....	30.0
---------------------	------



For more information contact:

Tracie Klosterman , Program Director – Lincoln
402-437-2426, 800-642-4075 ext. 2426
TKlosterman@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 (08/19)

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.

Why SCC?

Today's office professional must have a variety of skillsets. That's why SCC's program, which offers four focus areas within the Office Professional program, is so attractive. Earn an Associate of Applied Science degree in Administrative Office, Legal Office, Medical Office, or Office Management focuses, or a Diploma in General Office. No matter which option you choose, you'll receive training in traditional office skills as well as new technology. Soft skills, including teamwork, ethics, attitude, and professional work habits and responsibilities also are covered. Classes are offered face-to-face and online.



After being out of the workforce for around 15 years, I applied for a school office position, and they suggested that I become more up to date on my skills

by taking some classes at SCC. I applied at SCC, not to take a few classes, but to receive a degree. Taking an online class each term allowed me to complete and receive my A.A.S. degree. Every required class has proven beneficial at my job. All my teachers genuinely cared about me as a person, not just as a student. They were available to answer questions and to listen and discuss my opinions and suggestions on assignments. I highly recommend the Southeast Community College Office Professional program to obtain the most current techniques and knowledge in order to succeed as an office professional in the workplace.

- Vicki Davis, Compliance Administrator, Christian Heritage



Top Career Options

- Administrative Assistant
- Office Manager
- General Office Clerk
- Legal Office Assistant
- Medical Office Assistant



Graduate Earnings

Recent graduates report an average starting wage of \$13.05 per hour.

2019-2020 Tuition/Fee Rate Per Credit Hour	
Nebraska Resident	\$108
Out-of-state tuition/fee rate	\$129

Estimated Expenses

Tuition/Fees	\$6804
Books	2863
Special Fees	0
Tools/Supplies	0

Total: \$9,667

Program overview

Students may choose a Diploma (General Office), or an Associate of Applied Science degree focusing on administrative, legal, medical, or office management skills.

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. Some 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.

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, medical, and office management. 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 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, Next Generation Accuplacer 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:
 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.

2. Students' high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester 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).
3. 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 requirement will need to take Basic Keyboarding to improve their skills.
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.



General Education A.A.S. Requirements

SCC Core General Education Learning Outcomes (GELOs)

(One class from each GELO below)

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
ENGL1110 Business Communications	
GELO #3: Critical Thinking & Problem Solving	3.0
ECON1200 Personal Finance	
GELO #4: Global Awareness and Citizenship	3.0
SOC11010 Introduction to Sociology OR advisor approved course	
GELO #6: Career and Life Skills	3.0
BSAD1010 Microsoft Applications I	
	15.0 hours

A.A.S. Office Professional Core Courses

BSAD2310 Business Ethics	3.0
*OFFT1160 Intermediate Keyboarding	3.0
*OFFT1170 Advanced Keyboarding	3.0
OFFT1310 Office Accounting or higher	3.0
*OFFT1715 Word Applications	3.0
*OFFT2410 Administrative Procedures I	3.0
*OFFT2720 Microsoft Office Integration	3.0
*OFFT2810 Advanced Spreadsheet Applications	3.0
*OFFT2820 Advanced Database Applications	3.0
*OFFT2850 Office Professional Capstone	3.0
*OFFT2901 Cooperative Experience OR	
*OFFT2900 Internship	3.0
	33.0 hours

Administrative Office Focus Courses

*OFFT1740 Desktop Publishing Applications	3.0
*OFFT1800 Collaboration Applications	3.0
*OFFT2000 Employment Techniques	3.0
*OFFT2420 Administrative Procedures II	3.0
*OFFT2830 Financial Computer Applications	3.0
	15.0 hours

Legal Office Focus Courses

BSAD1090 Business Law I	3.0
*BSAD1100 Business Law II	3.0
*OFFT2000 Employment Techniques	3.0
*OFFT2200 Legal Processes	3.0
*OFFT2830 Financial Computer Applications	3.0
	15.0 hours

Medical Office Focus Courses

HLTH1030 Structure & Function of the Human Body	4.0
HLTH1060 Comprehensive Medical Terminology	3.0
MEDA1405 Medical Insurance and Coding	2.0
*OFFT2000 Employment Techniques	3.0
*OFFT2650 Computerized Medical Management	3.0
	15.0 hours

Office Management Focus Courses

ACCT1200 Principles of Accounting I	3.0
BSAD1070 Customer Service	3.0
BSAD2155 Career Transition and Management Strategies	3.0
BSAD2370 Human Resources Management	3.0
*OFFT2830 Financial Computer Applications	3.0
	15.0 hours

Diploma Core Courses

*OFFT1160 Intermediate Keyboarding	3.0
*OFFT1170 Advanced Keyboarding	3.0
OFFT1310 Office Accounting or higher	3.0
*OFFT1715 Word Applications	3.0
*OFFT2000 Employment Techniques	3.0
*OFFT2410 Administrative Procedures I	3.0
*OFFT2720 Microsoft Office Integration	3.0
Elective:	
*OFFT1740 Desktop Publishing Applications OR	
*OFFT1800 Collaboration Applications	3.0
	24.0 hours

General Education Diploma Requirements

BSAD1010 Microsoft Applications I	3.0
ENGL1110 Business Communications	3.0
	6.0 hours