

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

Scan this code to access the course listing



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

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Today's office environment is much different than a decade ago. SCC's Office Professional program teaches you the skills that employers request, with a significant focus on technology. As you prepare to work in today's office environment, you have four focus areas in which to choose: Administrative, Legal, Medical, or Managerial. Each focus area contains classes specific to that office environment.

SCC is the Right Choice

- Small class sizes for more individual attention
- Program can be completed face-to-face or entirely online, giving you the flexibility you need to meet your goals
- Gain experience in a real working-office environment through the Office Capstone class and paid Cooperative experience
- Soft skills such as telephone etiquette, prioritizing, scheduling, teamwork, ethics, attitude, and professional work habits also are taught to complement the technology classes
- You can choose to take the Microsoft Office Specialists Certification exams to gain valuable skills for your career and enhance your résumé



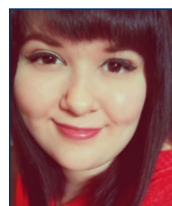
More about the program

Every business needs competent and confident employees, and that's what this program can do for you.

Our graduates are working in a variety of office settings, including state and local government, public schools, hospitals and health centers, local law firms, doctor's offices, insurance agencies, and more.

Your skills and training will make you a highly-valued asset to any team.

"SCC's Office Professional program taught me professional skills that I can use in not only the workplace, but numerous areas of my life. I highly recommend SCC."



-Angel Abbey, graduate



Top Career Options

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

Graduate Earnings

Recent graduates report an average starting salary of \$33,280 per year.

2020-2021 Resident Estimated Expenses

Tuition/Fee Rate Per Credit Hour	\$111
Resident Tuition/Fees	\$6,993
Books	\$2,863
Total:	\$9,856
Non-Resident Tuition/Fee Rate Per Credit Hour	\$132
Non-Resident Tuition/Fees	\$8,316