

2021
2022

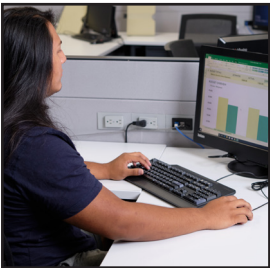
YOUR FUTURE. YOUR CHOICE.

www.southeast.edu/OfficeProfessional

CHOOSE YOU!



Earning your Associate of Applied Science degree in Office Professional at Southeast Community College will prepare you to be an administrative assistant in today's modern office environment.



Offices are much different than a decade ago. SCC's Office Professional program teaches you the skills that employers request, with a significant focus on technology. Students also practice skills needed in remote office settings.



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

- Essential skills such as telephone etiquette, prioritizing, scheduling, teamwork, ethics, attitude, and professional work habits are taught to complement the technology classes.
- You can choose to take the Microsoft Office Specialist Certification exams to gain valuable skills for your career and enhance your résumé.
- Small class sizes allow for more individual attention.
- Program can be completed face-to-face or entirely online, giving you the flexibility you need to meet your goals.

More about the program

- Every business needs competent and confident employees, and that's what this program can do for you.
- You will gain experience in a real office environment through the Office Capstone class and paid Cooperative experience course.
- 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.

Credit hours required for graduation:

| | |
|-------------------------------------|----|
| Office Professional | |
| »Diploma..... | 31 |
| Office Professional | |
| - Administrative Office Focus | |
| - Legal Office Focus | |
| - Medical Office Focus | |
| - Office Management Focus | |
| »Associate of Applied Science | 64 |



Scan this code to access the course listing

For more information contact:

Tracie Klosterman, Program Director
402-437-2426, 800-642-4075 ext. 2426
TKlosterman@southeast.edu

or the Admissions Office at
402-437-2600
admissions@southeast.edu

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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 to this publication during the life of the publication and without notice.

A0743 - OFFT (07/21)

» Career Options

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

Recent Graduates

report a yearly average starting salary of

\$34,112

2021-2022 estimated expenses to graduate with an award of 64 credit hours.

| | |
|----------------------------------|-----------------|
| Resident | |
| Tuition/Fee Rate Per Credit Hour | \$114 |
| Resident Tuition/Fees | \$7,296 |
| Books | \$2,865 |
| Total: | \$10,161 |
| Non-Resident | |
| Tuition/Fee Rate Per Credit Hour | \$135 |
| Non-Resident Tuition/Fees | \$8,640 |