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.

**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**

**Credit hours required for graduation:**

<table>
<thead>
<tr>
<th>Office Professional</th>
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<tbody>
<tr>
<td>Diploma</td>
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</table>

**Office Professional - Focus Areas**

- Administrative Office Focus
- Legal Office Focus
- Medical Office Focus
- Office Management Focus

**Associate of Applied Science**

64 credit hours

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

<table>
<thead>
<tr>
<th>Resident</th>
<th>Tuition/Fee Rate Per Credit Hour</th>
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<tbody>
<tr>
<td>Resident Tuition/fees</td>
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<td>Books</td>
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<table>
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<tr>
<th>Non-Resident</th>
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<td>Non-Resident Tuition/fees</td>
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</table>

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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- 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, 0FOTO@southeast.edu.

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