

## Personality + Career

Students in SCC's Office Professional program are detail oriented, organized, friendly, and have a desire to serve and assist others. They also enjoy technology, working as part of a team, and are natural leaders. The ability to prioritize tasks, remain calm under pressure, and complete multi-step projects are also important.



Program	What do students learn in the program?	What you'll earn!	Career Opportunities	Certificate Preparation	Required Tools, Supplies, and Uniforms
Office Professional (Certificate)	Students work on Microsoft Office programs used in today's offices and learn a variety of administrative procedures, including keyboarding, communication skills, and automated processes that are essential for today's office environment. Students learn to create reports, memos, tables, and letters using merged data.	Salary data is not available for the certificate.	<ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Executive Secretary</li> <li>Receptionist</li> <li>Secretary</li> <li>Admissions Assistant</li> </ul>	Depending on which elective the student takes, the student at this level may be prepared to take the Microsoft Office Specialist exam in Word or Outlook.	None
Office Professional (Diploma)	In addition to the skills noted above, students practice advanced keyboarding skills and learn office accounting procedures, including payroll procedures, preparing a worksheet, and adjusting and closing books. Students will also learn to integrate Microsoft Office products to demonstrate advanced technology skills.	Salary data is not available for the diploma.	<ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Executive Secretary</li> <li>Receptionist</li> <li>Secretary</li> <li>Admissions Assistant</li> </ul>	Students at this level are prepared to take the Microsoft Office Specialist exams in Word and Outlook.	None
Office Professional (Associate of Applied Science)	In addition to the skills noted above, students will learn advanced spreadsheet and database applications, giving them strong skills in Microsoft Excel and Access. Student have the opportunity to choose a focus for extra skills in business, legal, or medical offices or to work as an office manager. Students also complete an internship, giving them experience in a real office setting.	\$16.10 per hour; \$33,488 annually	<ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Executive Secretary</li> <li>Receptionist</li> <li>Secretary</li> <li>Admissions Assistant</li> <li>Billing/Insurance Specialist</li> <li>Scheduler/Patient Registrar</li> <li>Law Clerk</li> <li>Legal Secretary</li> <li>Office Manager</li> <li>Office Administrator</li> </ul>	Students at this level are prepared to take the Microsoft Office Specialist exams in Word, Excel, Access, PowerPoint, and Outlook. By taking specific elective courses, students are prepared to take the Certified Professional Secretary or Certified Administrative Professional exam awarded through the International Association of Administrative Professionals. Speak to an advisor for more information.	None

### » Your Next Steps to Choose SCC

- ▶ Schedule a Campus Visit - [southeast.edu/visit](https://southeast.edu/visit)
- ▶ Explore career options with an Admissions Counselor - [southeast.edu/admissionsadvising](https://southeast.edu/admissionsadvising)
- ▶ Apply - [southeast.edu/applynow](https://southeast.edu/applynow)

### » Paying for SCC

- ▶ Free Application for Federal Student Aid (FAFSA) - [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
- ▶ Scholarships - [southeast.edu/scholarships](https://southeast.edu/scholarships)
- ▶ Payment Plan - [mycollegepaymentplan.com/southeast](https://mycollegepaymentplan.com/southeast)
- ▶ Veteran Education Benefits - [southeast.edu/veterans-services](https://southeast.edu/veterans-services)
- ▶ GAP Assistance Program - [southeast.edu/gap](https://southeast.edu/gap)
- ▶ Children of State Teammate Tuition Reimbursement Program - [southeast.edu/children-of-state-teammate-tuition-reimbursement-program](https://southeast.edu/children-of-state-teammate-tuition-reimbursement-program)



Scan this code to access the course listing

### Contact Admissions to get started!

402-437-2600, 800-642-4075 ext. 2600

✉ [admissions@southeast.edu](mailto:admissions@southeast.edu)



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.

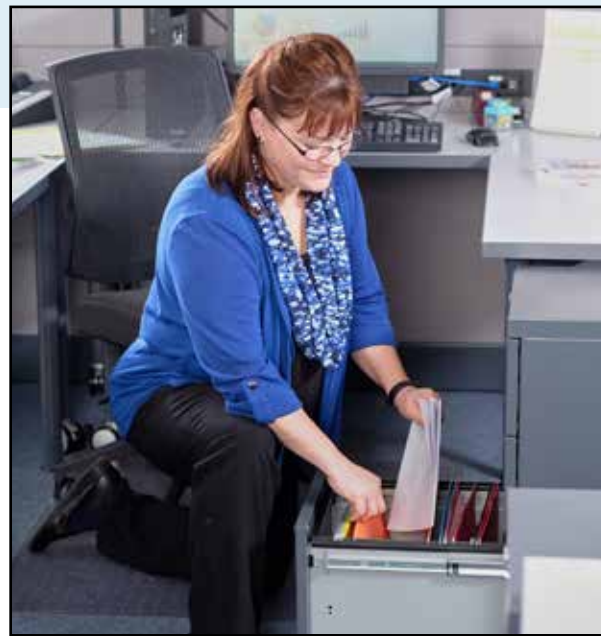
As you prepare to work in today's office environment, you have four focus areas in which to choose: Administrative, Legal, Medical, or Managerial. Each focus area contains classes specific to that office environment.

### Program Contact Information

**Tracie Klosterman, Program Chair**  
402-437-2426, 800-642-4075 ext. 2426  
✉ [tklosterman@southeast.edu](mailto:tklosterman@southeast.edu)

# The SCC Experience

- » The SCC Office Professional program teaches essential skills such as telephone etiquette, prioritizing, scheduling, teamwork, ethics, attitude, and professional work habits to complement classes on the technology on which today's business rely. These skills ensure graduates excel in today's office environments.
- » Students in the Office Professional program enjoy small class sizes and intentional advising to help them meet their career goals. The program faculty bring a variety of career experience to the classroom, giving students access to real-life scenarios and case studies.
- » Associate of Applied Science students complete an internship or cooperative experience as part of the program. Students will work in a real office setting, gaining experience, making valuable connections, and applying their skills. This experience helps students build their resume and further prepare them to enter the workforce.
- » The Office Professional program is flexible to meet students' needs. The program offers face-to-face courses and can be completed entirely online. The flexibility of the program allows students to move between full-time and part-time status and take both face-to-face or online classes simultaneously.



## Related Programs at SCC:

- Accounting
- Bookkeeping
- Business
- Business Communication
- Graphic Design|Media Arts
- Medical Assisting
- Dental Assisting



Program	Credential	Location	Credit Hours Required	Resident Cost*	Nonresident Cost *	Starting Term(s)	Number of Semesters Required- Full Time	Is Summer term required for Full Time?	Online Option	Can the program be completed entirely online?	Part-Time Option	Number of Semesters Required – Part Time	Is a Summer term required for Part Time?	Typical Class Schedule
Office Professional	Certificate	Lincoln, Online	15	\$3,162	\$3,477	Fall, Spring, Summer	1	No	Yes	Yes	Yes	2.5	No	In person classes are scheduled Monday-Friday, 9 a.m.-2 p.m. Online classes are also available.
Office Professional	Diploma	Lincoln, Online	31	\$4,917	\$5,547	Fall, Spring, Summer	2	No	Yes	Yes	Yes	5	No	In person classes are scheduled Monday-Friday, 9 a.m.-2 p.m. Online classes are also available.
Office Professional	Associate of Applied Science	Lincoln, Online	64	\$9,923	\$11,267	Fall, Spring, Summer	4	No	Yes	Yes	Yes	10.5	No	In person classes are scheduled Monday-Friday, 9 a.m.-2 p.m. Online classes are also available.

\*Listed program costs are approximate and subject to change based on market price of books, supplies, tools, uniforms, etc. Estimated costs include tuition, fees, books, supplies, tools, uniforms, etc.