



# OFFICE PROFESSIONAL

Associate of Applied Science Degree  
Diploma  
Certificate

BEATRICE, LINCOLN CAMPUSES/ONLINE

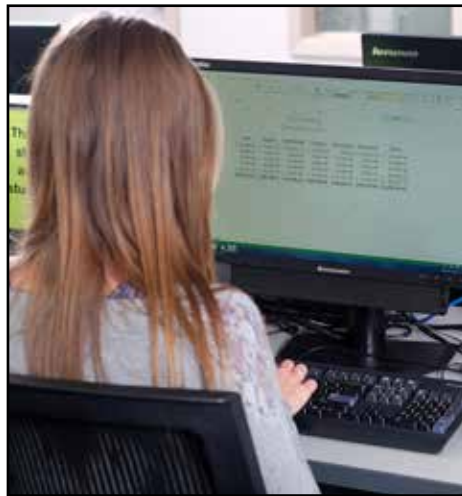
[www.southeast.edu/OfficeProfessional](http://www.southeast.edu/OfficeProfessional)



*Every office needs administrative employees, and the Office Professional program is here to 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.*

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. Other 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.



## Types of jobs available:

- Administrative Assistant
- Office Manager
- General Office Clerk
- Legal Office Assistant
- Medical Office Assistant
- Executive Assistant
- Desktop Publisher
- Customer Service Assistant
- Receptionist
- Computer Operator

## Graduate Earnings:

Recent graduates report a starting wage of \$12.85 per hour.

## For more information contact:

Kim Day, Program Chair – Beatrice  
402-228-3468, 800-233-5027 ext. 1332  
kday@southeast.edu

Karen Hermsen, Program Chair – Lincoln  
402-437-2426, 800-642-4075 ext. 2426  
khermsen@southeast.edu

or the College Admissions Office  
Beatrice 402-228-8214, 800-233-5027 ext. 1214  
Lincoln 402-437-2600, 800-642-4075 ext. 2600



*"I started my journey 25 years ago in San Diego, Calif. I was ecstatic when I found out that SCC accepted my transfer credits from so many years ago. Coming back to school was hard enough, but coming in to an unfamiliar environment was going to be the most difficult challenge. But it was easier than I thought. The instructors were and are more than willing to help you with whatever you need. I felt welcome and not like an outsider. I made the best choice coming into Office Professional. It has helped me advance in my career within the IRS, and I can also move forward in getting future promotions. I especially enjoyed the online courses, which allowed me to travel and not get behind in class."*

Melanie Geraci, Administrative Assistant, IRS - 2015 Graduate

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. 0740 - OFFT (06/17)

## 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:

Students will complete the ACCUPLACER, ASSET, ACT 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:

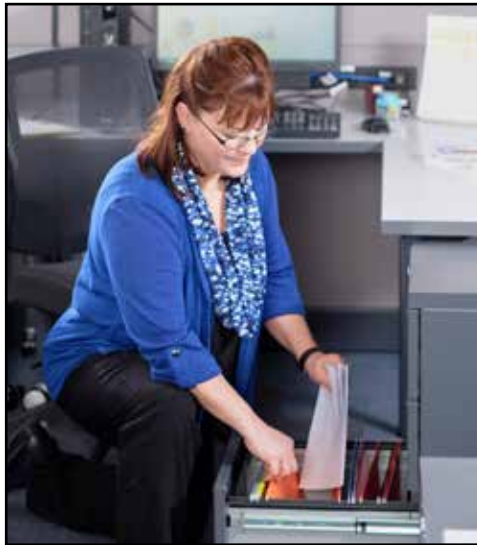
- ENGL0960 College Reading & Writing
- ENGL0985 Intermediate College Reading/Writing
- MATH0900 Math Fundamentals
- MATH0950 Beginning Algebra

Your advisor will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.

Students' high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter 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).

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 either Keyboarding I and/or Keyboarding II to improve their skills.

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.



## A.A.S. Office Professional Core Courses:

*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2901	Cooperative Experience or	
*OFFT2900	Internship	4.5
*BSAD1020	Microsoft Applications II	4.5
		40.5 hours

## General Education A.A.S. Requirements:

(One class from each area below)

Oral Communications	4.5	
Written Communications	4.5	
ENGL1110	Business Communications	
Mathematics	4.5	
MATH1040	Business Math (or higher)	
Social Science	4.5	
ECON1200	Personal Finance or	
PSYC1250	Interpersonal Relations or	
PSYC1810	Introduction to Psychology or	
SOCI1010	Introduction to Sociology	
Computer Technology	4.5	
BSAD1010	Microsoft Applications I	
		22.5 hours

## Administrative Office Focus Courses:

OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications (L) or	
*ACCT2230	Computerized Accounting (B)	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2720	Microsoft Office Integration	4.5
		31.5 hours

## Legal Office Focus Courses:

BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
		31.5 hours

## Medical Office Focus Courses:

*MEDA1203	Medical Law & Ethics	3.0
HLTH1060	Comprehensive Medical Terminology	4.5
*MEDA1405	Insurance for the Medical Office	3.0
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT2420	Administrative Procedures II	4.5
HLTH1030	Structure & Function of the Human Body	6.0
*OFFT2650	Computerized Medical Management	4.5
		30.0 hours

## Diploma Core Courses:

*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2901	Cooperative Experience or	
*OFFT2900	Internship	4.5
*BSAD1020	Microsoft Applications II	4.5
		58.5 hours

## General Education Diploma Requirements:

BSAD1010	Microsoft Applications I	4.5
ENGL1110	Business Communications	4.5
		9.0 hours

## Certificate Core Courses:

### General Office Focus:

*BSAD1020	Microsoft Applications II	4.5
ENGL1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1800	Collaboration Applications or	
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2000	Employment Techniques	4.5
		36.0 hours

### Microsoft Office Focus:

*BSAD1020	Microsoft Applications II	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications or	
*OFFT2310	Financial Computer Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2720	Microsoft Office Integration	4.5
		36.0 hours

## Certificate

### General Education Certificate Requirement:

BSAD1010	Microsoft Applications I	4.5
		4.5 hours

(Course numbers preceded by an asterisk (\*) have prerequisites.)

Estimated Expenses	ADMINISTRATIVE FOCUS	MEDICAL FOCUS	GENERAL OFFICE CERTIFICATE
To determine overall costs, students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.	94.5 credit hours to graduate Approx. 7 quarters to complete Based on approx. 13.5 credit hrs/qr	93 credit hours to graduate Approx. 7 quarters to complete Based on approx. 13.5 credit hrs/qr	40.5 credit hours to graduate Approx. 3 quarters to complete Based on approx. 13.5 credit hrs/qr
Nebraska Resident tuition rate is \$65.50 per credit hour. Out-of-state tuition rate is \$79.50 per credit hour.	Average per quarter \$1,298	Average per quarter \$1,298	Average per quarter \$1,372
Student fee is \$2 per credit hour. Graduation fee is \$25.	Tuition & fees \$912	Tuition & fees \$912	Tuition & fees \$912
Housing is available at Beatrice and Milford campuses only. Quarterly tuition, books and fees are dependent upon classes taken.	Books \$386	Books \$386	Books \$460
	<b>Total Estimate \$9,086</b>	<b>Total Estimate \$8,980</b>	<b>Total Estimate \$4,116</b>
	LEGAL FOCUS	GENERAL OFFICE DIPLOMA	MICROSOFT OFFICE CERTIFICATE
	94.5 credit hours to graduate Approx. 7 quarters to complete Based on approx. 13.5 credit hrs/qr	67.5 credit hours to graduate Approx. 5 quarters to complete Based on approx. 13.5 credit hrs/qr	40.5 credit hours to graduate Approx. 4 quarters to complete Based on approx. 10 credit hrs/qr
	Average per quarter \$1,298	Average per quarter \$1,278	Average per quarter \$1,041
	Tuition & fees \$912	Tuition & fees \$912	Tuition & fees \$675
	Books \$386	Books \$366	Books \$366
	<b>Total Estimate \$9,086</b>	<b>Total Estimate \$6,390</b>	<b>Total Estimate \$4,198</b>