



OFFICE PROFESSIONAL

Associate of Applied Science Degree
Diploma
Certificate

BEATRICE, LINCOLN CAMPUSES/ONLINE

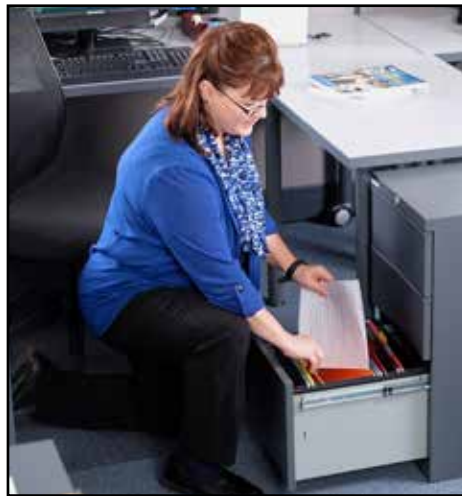
www.southeast.edu/OfficeProfessional



Every office needs administrative employees, and we are here to provide you with the skills and knowledge to work in a variety of office environments. We will prepare you 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 \$11.70 per hour.

For more information contact:

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Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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"I started my journey 25 years ago in San Diego, California. I was ecstatic when I found out that SCC accepted my credits from my previous school from so many years ago. Coming back to school after so many years was hard enough, but coming in to an unfamiliar environment I thought was going to be the most difficult challenge. It was easier than I thought. The instructors were and are more than willing to help you with whatever you need and gave me that extra help. I was petrified going back to school, but this transition was nice. 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 more promotions in the future. I especially enjoyed the online courses, which allowed me to travel and not get behind in class."

Melanie Geraci, Administrative Assistant, IRS - 2015 Graduate

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:

1. Students will complete the COMPASS, 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.

2. 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).
3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 net words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Keyboarding I (OFFT1010) and/or Keyboarding II (OFFT1020).
4. 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.

Prerequisite courses or equivalents

(Credit not counted toward graduation requirements.)
(Course numbers preceded by an asterisk (*) have prerequisites.)

Course #	Course title	Credit hrs
OFFT1010	Keyboarding I	3.0
*OFFT1020	Keyboarding II	3.0
OFFT1310	Office Accounting	4.5

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	5.0
*BSAD1020	Microsoft Applications II	4.5
		41.0 hours



General Education A.A.S. Requirements:

(One class from each area below)

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

Administrative Office Focus Courses:

*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
ACCT1200	Principles of Accounting I (B) or	
Advisor Approved Elective (L)		
(May not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses.)		31.5 hours

Legal Office Focus Courses:

BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications (L) or	
*ACCT2230	Computerized Accounting (B)	4.5
		31.5 hours

Medical Office Focus Courses:

BIOS1000	Structure and Function of the Human Body	6.0
*MEDA1203	Medical Law & Ethics	3.0
MEDA1210	Comprehensive Medical Term.	4.5
*MEDA1405	Insurance for the Medical Office	3.0
*OFFT2420	Administrative Procedures II	4.5
*OFFT2440	Medical Office Procedures	4.5
*OFFT2650	Computerized Medical Management	4.5
		30.0 hours

Diploma Core Courses:

ENGL1110	Business Communications	4.5
*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
*OFFT2901	Cooperative Experience or	
*OFFT2900	Internship	5.0
*BSAD1020	Microsoft Applications II	4.5
		36.5 hours

General Education Diploma Requirements:

BSAD1010	Microsoft Applications I	4.5
MATH1040	Business Math	4.5
		9.0 hours

General Office Courses:

*OFFT2290	Spreadsheet and Database App.	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
		22.5 hours

Certificate

General Education Certificate Requirement:

BSAD1010	Microsoft Applications I	4.5
		4.5 hours

General Office Courses:

*BSAD1020	Microsoft Applications II	4.5
MATH1040	Business Math (or higher)	4.5
ENGL1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1800	Collaboration Applications or	
*OFFT2290	Spreadsheet and Database App.	4.5
*OFFT2000	Employment Techniques	4.5
		36.0 hours

Microsoft Office Courses:

*BSAD1020	Microsoft Applications II	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2290	Spreadsheet and Database App.	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2720	Microsoft Office Integration	4.5
		36.0 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.	95 credit hours to graduate Approx. 8 quarters to complete Based on approx. 12 credit hrs/qtr	93.5 credit hours to graduate Approx. 8 quarters to complete Based on approx. 12 credit hrs/qtr	40.5 credit hours to graduate Approx. 3 quarters to complete Based on approx. 13.5 credit hrs/qtr
Nebraska Resident tuition rate is \$61.50 per credit hour. Out-of-state tuition rate is \$75.50 per credit hour.	Average per quarter \$1,103 Tuition & fees \$756 Books \$347 Total Estimate \$8,824	Average per quarter \$1,089 Tuition & fees \$756 Books \$333 Total Estimate \$8,712	Average per quarter \$1,349 Tuition & fees \$851 Books \$351 Total Estimate \$4,047
Student fee is \$1.50 per credit hour. Graduation fee is \$25.	LEGAL FOCUS 95 credit hours to graduate Approx. 8 quarters to complete Based on approx. 12 credit hrs/qtr	GENERAL OFFICE DIPLOMA 68 credit hours to graduate Approx. 5 quarters to complete Based on approx. 13.5 credit hrs/qtr	MICROSOFT OFFICE CERTIFICATE 40.5 credit hours to graduate Approx. 4 quarters to complete Based on approx. 10 credit hrs/qtr
Housing is available at Beatrice and Milford campuses only. Quarterly tuition, books and fees are dependent upon classes taken.	Average per quarter \$1,077 Tuition & fees \$756 Books \$321 Total Estimate \$8,616	Average per quarter \$1,202 Tuition & fees \$851 Books \$351 Total Estimate \$6,010	Average per quarter \$961 Tuition & fees \$630 Books \$331 Total Estimate \$3,844