

**Southeast Tech**  
Program Overview  
**EXECUTIVE SUMMARY**

**Purpose:**

To provide the School Board information about the Accounting, Administrative Assistant, Office Assistant, Financial Services Banking & Insurance, Health Care Office Specialist and Medical Coding programs including areas of emphasis, the faculty, the students and graduates of Southeast Tech.

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The presentation will provide the School Board information about the Accounting, Administrative Assistant, Office Assistant, Financial Services Banking & Insurance, Health Care Office Specialist and Medical Coding programs including areas of emphasis, at Southeast Tech, and introduce the principals involved. The presentation will include program details, student demographics and career/employer information. These programs include AAS Degrees and one year diploma programs and provide students many opportunities by utilizing technical electives and different emphases.

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**Administrative Recommendation to School Board:**

To acknowledge the Southeast Tech Accounting, Administrative Assistant, Office Assistant, Financial Services Banking and Insurance, Health Care Office Specialist and Medical Coding Program Overview Report.

# Our Story

**Accounting**

**Administrative Assistant**

**Financial Services – Banking**

**Financial Services - Insurance**

**Health Care Office Specialist**

**Medical Coding**

**Office Assistant**

**Report to Sioux Falls School Board  
June 7, 2017**

# Our Programs

- **Accounting**
  - 2 year AAS degree
- **Administrative Assistant**
  - 2 year AAS degree
- **Financial Services – Banking Or Insurance**
  - 2 year AAS degree

# Our Programs continued

- **Healthcare Office Specialist**
  - 1 year Diploma
- **Medical Coding**
  - Certificate, 1 year Diploma, 2 year AAS Degree
- **Office Assistant**
  - 1 year Diploma

# Our Faculty

- ***Georgina Cavin, MBA***

- 20 years educator, 25 years accounting industry experience
- Certified Work Ethic Proficiency Trainer, VITA Site Coordinator

- ***Debi Nowak, M.Ed.***

- 23 years educator, 19 years industry experience

- ***Dennis Peters, MBA***

- 25 years bank industry experience
- 23 years Army National Guard
- 17 years educator
- Life and Health Insurance Licensed

# Our Faculty continued

- ***Dana Wolff***
  - 25 years educator, 13 years bank and brokerage experience
  - Regional President & Trustee on the National Board for ATEA (American Technical Education Association)
- ***Chris Davis, MBA***
  - 4 years educator, 25 years accounting industry experience
- ***Cindy Hagle, CPC, CPMA***
  - 4 years educator
  - Certified Professional Coder
  - Certified Professional Medical Auditor
  - 15 years healthcare experience

# Who are Our Students?

- Traditional Students- NW Iowa, SW Minnesota, Eastern South Dakota
- Transfer Students- from 4 year schools- looking for a better fit
- Non-Traditional- seeking new careers, advancement or retraining
- Online/ On Campus- Approximately 50% of students - fully online



# Online Programs

- Programs represented today are offered fully online.
- Programs follow “Best Practices” as outlined by Higher Learning Commission.
  - Clear, specific and timely communication
  - Voiced lectures
  - Interactive class communication
  - Hands-on activities and assignments - just like in traditional classes
  - Specific due dates each week
  - Stable Learning Management System for delivery
  - Instructor Support on weekends and evenings



# Accounting

## • Data

- Program started in 1989-1990
- 95% Employment within 6 months of graduation
- Graduated From Program: 482
- Where our Grads are working:
  - SD 85.8%
  - IA 5.7%
  - MN 7.1%
  - Other 1.4%

# Accounting - Innovative Tools

## Instructors

- Real world work experience
- Online TechSmith Relay
- Excel used extensively

## Publisher Software (CengageNowv2)

- In-class activities
- Homework
  - Gives students immediate feedback with a green or red check mark
  - Student may have multiple takes of similar problem

	DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT
1	Dec. 31 ✓	Land ✓		68,360.00 ✓	
2		Tony Vale, Capital ✓			34,180.00 ✓
3		Michael Thorton, Capital ✓			34,180.00 ✓
4	31 ✓	Michael Thorton, Capital ✓		30,170.00 ✓	
5		Aasif Safar, Capital ✓			30,170.00 ✓

# Accounting Spring Graduating Class

- 40 graduates
  - 30 went to fill our work field shortage
  - 10 plan to continue their Bachelor's degree
    - 5 plan to sit for the CPA exam



# Words From an Employer:

"It is always a WIN-WIN situation when your new employee is ready to work the first day. Those are the kind of graduates Southeast Tech produces."

LeAnn Konzem

Controller

Regency Hotel Management

# Words From a Graduate:

**"I was so prepared for my position. I was able to: teach my supervisor new skills, implement new processes, and tweak old processes to make my position as a Corporate Accountant more efficient. The accounting degree I acquired from Southeast Tech, set me up for full-on success! The knowledge, confidence, and problem-solving skills I've obtained are used in my day to day activities. Two years after graduating from Southeast Tech, I became a Corporate Accounting Supervisor. My understanding of financials, payroll, taxes, payables, accounting concepts, and reconciling accounts is 100% credited to Southeast Tech and their outstanding staff!"**

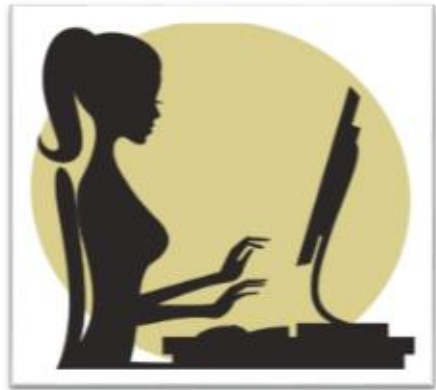
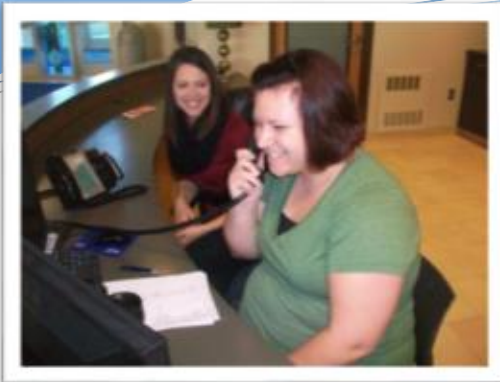
Marceia Brown

Corporate Accounting Supervisor

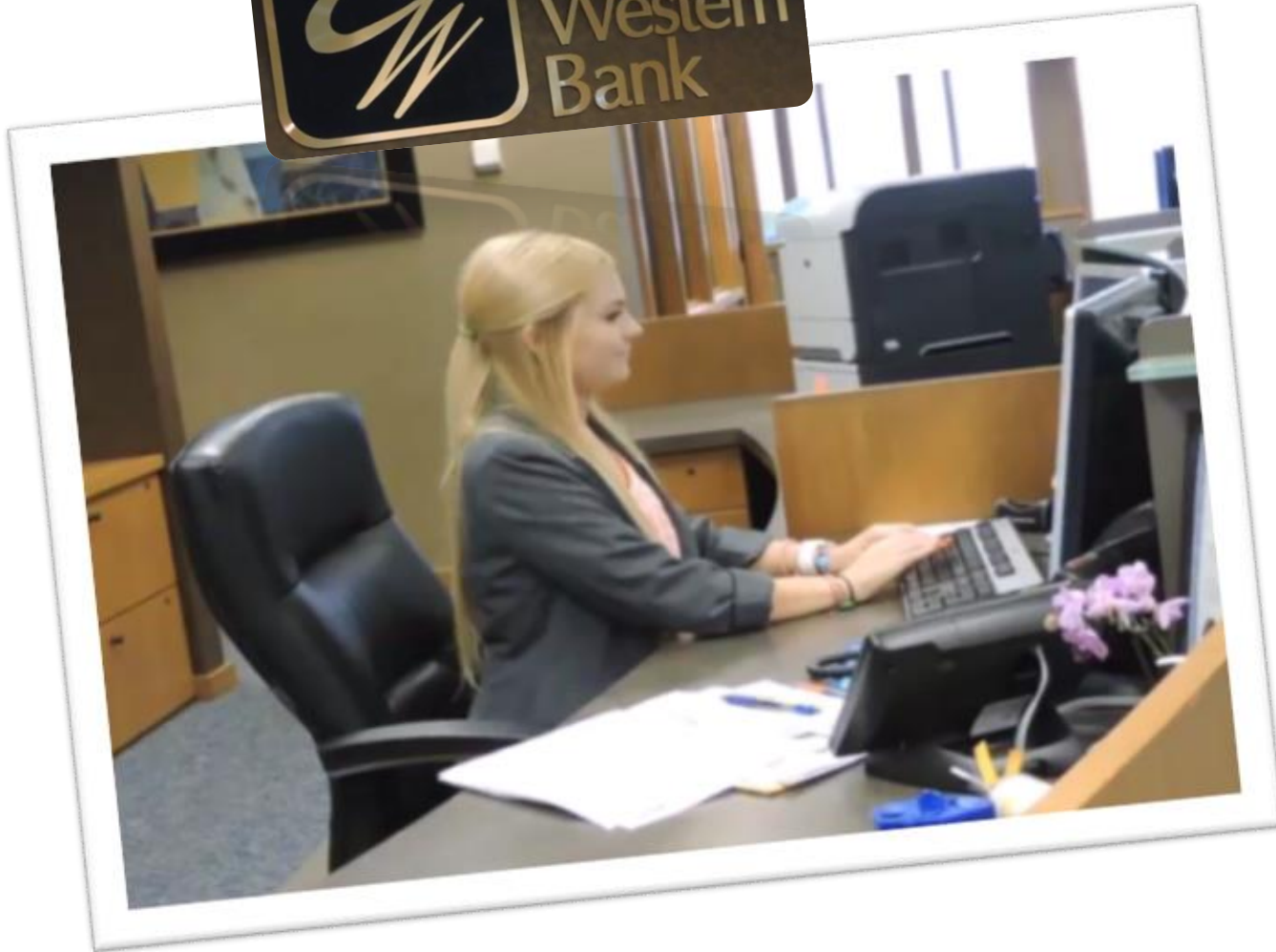
# Office Assistant/Administrative Assistant

## • Data

- Program started in 1989-1990
- 100% Employment within 6 months of graduation
- Graduated from program: 189
- Where our Grads are working:
  - SD 89.7%
  - IA 10.3%
  - MN 0.0%
  - Other 0.0%



# Administrative/Office Assistant



*"I loved the Administrative Assistant program at Southeast Tech. Classes such as Office Procedures and Advanced Computer Applications really helped me when I entered this position. With the help of the program I was able to accomplish tasks easier and more confidently. Since my two short years of being an Admin, I was recently promoted to an Administrative Assistant II, which I feel personally wouldn't have happened as quickly without this program. My schooling at Southeast was a great stepping stone for where I am today." ~ Ashley*

Ashley Petersen – Office Assistant December 2015

Great Western Bank – Administrative Assistant People and Culture



# Financial Services: Banking/Insurance

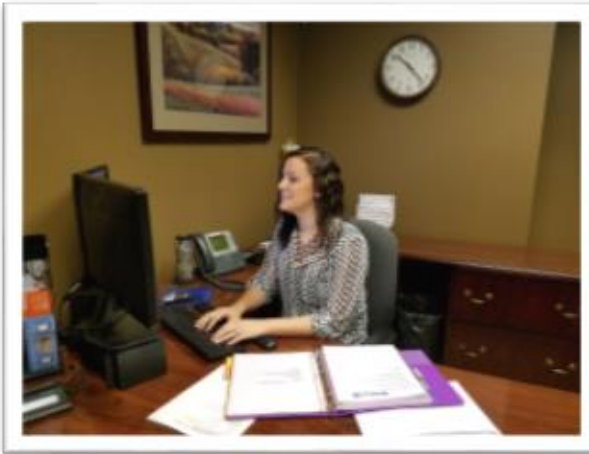
## • Data

- Program started in 1991-1992, Insurance in 2015-2016
- 100% Employment within 6 months of graduation
- Graduated from program: 480
- Where our Grads are working:
  - SD 82%
  - IA 9.0%
  - MN 4.5%
  - Other 4.5%

# Financial Services: Banking or Insurance



Jon- Credit Analyst



Kerry-Personal Banker



Shania-Personal Banker



Isabel-Personal Banker Rep

# Quote – Security National Bank

- *“Security National Bank has been able to provide both Internships and Career Placement for Southeast Tech students over the past 10 years. We have discovered that Southeast Tech students are very knowledgeable about the banking industry and make immediate contributions to our organization. Once Southeast students and graduates have joined Security National Bank, they have proven their abilities and have been able to advanced their careers through promotions. I look forward to a continuous relationship with Southeast Tech in providing Internships and full-time career opportunities for qualified students and graduates.”*

**Joel Christophersen**

VP of Retail Banking

# Quote – Meta Bank

- "MetaBank has been fortunate to partner with Southeast Tech and hire several employees. We have been very pleased with the educational background and skills these individuals have brought to MetaBank".

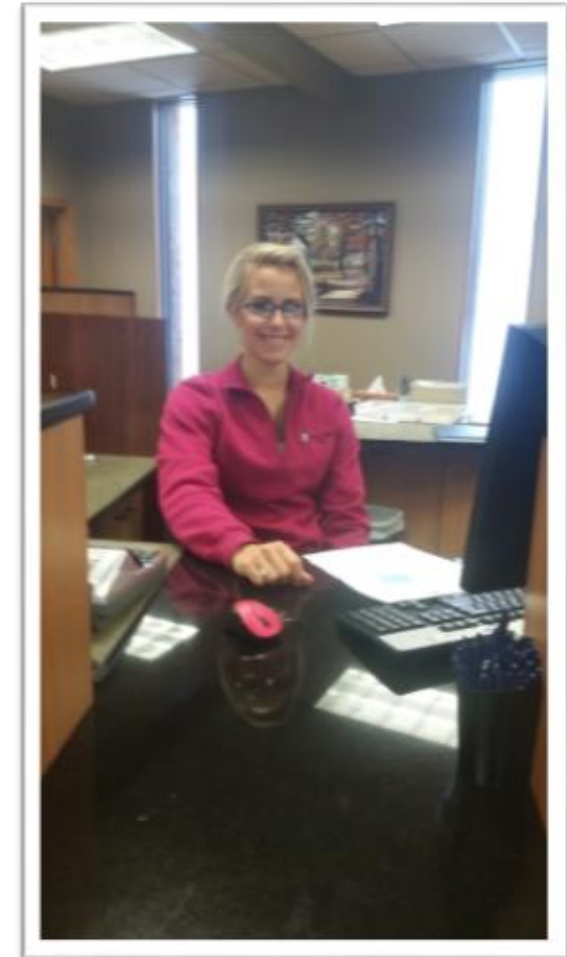
Keith Portner

VP Sales Manager/Business Development

# What do Grads say about Southeast's Financial Services Programs?

**Southeast Tech was the right choice for me because I felt a genuine passion for teaching from the Instructors. I knew that I was being set up for success and establishing the building blocks that would create my career. I enjoyed the small class sizes that welcomed open discussions and the mentoring I received from Instructors who truly wanted me to succeed.**

**SOUTHEAST** Elizabeth Olesen, Teller/operations  
**TECH** Security State Bank, Chancellor, SD  
**BUSINESS**



# Healthcare Office Specialist

## • Data

- Program started in 2008-2009
- 92% Employment within 6 months of graduation
- Where are our Grads are working:
  - SD 94.8%
  - IA 2.1%
  - MN 2.1%
  - Other 0.0%

# Healthcare Office Specialist

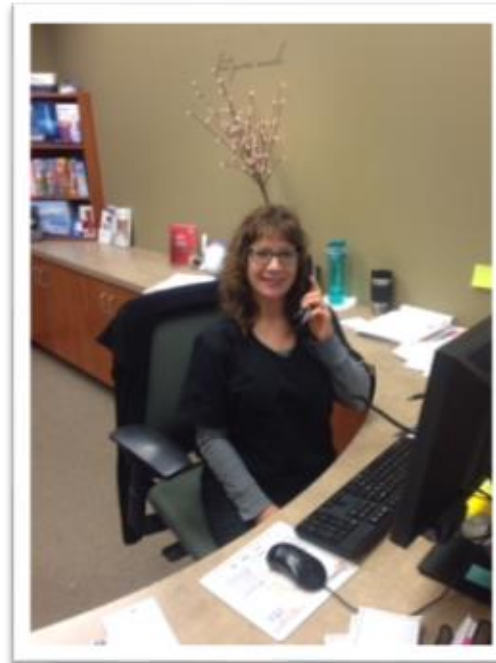
- Play a vital role in the administration side of the healthcare industry.
- Become proficient with:
  - Computerized health systems
  - Medical records management
  - Billing
  - Insurance
  - Scheduling

## **Employment Opportunities**

- Hospitals
- Specialized Health Facilities
- Clinics
- Chiropractors
- Outpatient Care Centers
- Physician's Offices

# Healthcare Office Specialist

Linda Dan  
2016 Graduate  
Office Assistant  
Parkside Dental



"I am really enjoying my job and the money is good. I would recommend Southeast Tech to anyone".



# Medical Coding

## • Data

- Program started in 2013-2014
- 94% Employment within 6 months of graduation
- Graduated from program: 50
- Where are our Grads are working:
  - SD 90.4%
  - IA 3.2%
  - NE 3.2%
  - ND 3.2%

# Medical Coding

Char Howard, CPC, RN

2016 Graduate

Coding/Reimbursement Specialist

Avera



"I feel so blessed that I made the decision to attend Southeast Tech to train for a new career when I could no longer work as a nurse. Coding was the perfect fit for me".

# Medical Coding

*"Every one of your students have been outstanding. They come to us ready to code".*

Stephanie MacReynolds  
Enterprise Clinic Coding Director  
Sanford Health

# Our Grads work in **all industries!**

## **They work in:**

- Health Care
- Banking/finance/credit
- Real Estate
- Retail
- Insurance
- Hospitality
- Manufacturing

## **They are:**

- Managers
- Sales people
- Service providers
- Business owners
- Accounting Supervisor
- Cost Accountant

<b>Data Summary</b>	<b>Accounting</b>	<b>Financial Service bank/Insurance</b>	<b>Medical Coding</b>	<b>Healthcare Office Specialist *</b>	<b>Office Assistant / Admin Assitant</b>
<b>Program started</b>	<b>1989</b>	<b>1991</b>	<b>2013</b>	<b>2008</b>	<b>1989</b>
<b>Graduated from Programs</b>	<b>482</b>	<b>480</b>	<b>50</b>	<b>397</b>	<b>189</b>
<b>Grads working:</b>					
<b>South Dakota</b>	<b>86%</b>	<b>82%</b>	<b>91%</b>	<b>96%</b>	<b>90%</b>
<b>Iowa</b>	<b>6%</b>	<b>9%</b>	<b>3%</b>	<b>2%</b>	<b>10%</b>
<b>Minnesota</b>	<b>7%</b>	<b>5%</b>	<b>3%</b>	<b>2%</b>	<b>0%</b>
<b>Other</b>	<b>1%</b>	<b>4%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>
<b>Employment within 6 months</b>	<b>95%</b>	<b>100%</b>	<b>94%</b>	<b>92%</b>	<b>100%</b>
<b>Employed in Field</b>	<b>98%</b>	<b>100%</b>	<b>87%</b>	<b>82%</b>	<b>100%</b>
<b>* Healthcare Office Specialist (current) - prior names Health Unit Coordinator and Health Information Systems</b>					

# This is Our Story

## Our Mission:

*To educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region.*

## Our Vision:

*Educational excellence for tomorrow's workforce.*



Thank you

**Administrative Recommendation to School Board:**

**To acknowledge the Southeast Tech : Our Story Report**

**Questions?**