

# Business Administration Program

Catalog: July 2018 to June 2019

Fall 2018

[WWW.SOUTHEAST.EDU/BUSINESSADMIN](http://WWW.SOUTHEAST.EDU/BUSINESSADMIN)

SCC's Business Administration Program offers a variety of choices in which to study and earn an associate degree, diploma, or certificate. The associate of applied science degree in Business Administration emphasizes important business concepts and real-world applications. It is a great way to start or move up the ladder in a career in business. Students will have flexibility in choosing what to learn about since students are able to select many of their classes as business electives.



The Business Administration Program also offers certificates in Business Administration, Client Relations, Entrepreneurship, and Event-Venue Operations Management, which allow students the opportunity to get customized training for their individual needs by taking only six classes.

As the college moves toward a semester calendar, you should be assured that you will be able to complete your degree in a timely manner. A 4.5 quarter credit class is equivalent to a 3-credit semester class. The credit hours easily convert to semester, so you should not have problems when the switch occurs. You should still follow the sequence of classes listed for each term to better prepare for the more advanced classes and to help prevent class time conflicts. It is important that you check for special deadlines if you receive financial aid.



Lincoln  
Campus

Most of the courses required for the Business Administration Program are offered every quarter/semester during the day, in the evening, and online. There are, however, some terms when classes may be only day or evening or online. Many courses are also offered as hybrid, which means the classes meet in the classroom and also require online participation. Always plan ahead and plan your schedule carefully, especially the last few terms before graduation.

## TIPS FOR SUCCESS AT SCC

1. **Tuition and Fees:** Pay before the first day of the term. Important: Failure to attend classes does not constitute a drop or withdrawal; you must complete an official drop prior to the refund deadline to be eligible for a tuition refund! Go to [www.southeast.edu/withdrawal-refunds-returns/](http://www.southeast.edu/withdrawal-refunds-returns/) for more information.
2. **Financial Aid:** Visit the Financial Aid office for advice and assistance, especially before dropping classes.
3. **The Hub:** Go to <http://thehub.southeast.edu> as your online source to your school e-mail, registration, calendars, courses through Moodle, etc.
  - a. **School e-mail:** SCC uses your school e-mail, which you easily access through The Hub, to send you all messages such as registration notifications, etc.
  - b. **Moodle:** All SCC classes (online, hybrid, and traditional) use the course management software called Moodle, which you access through The Hub.
4. **Tutoring:** Find out about the free tutoring service for students in the Learning Resource Center (Room L1 at the 8800 O Street location).
5. **Future Registrations:** *Your BSAD program advisor is \_\_\_\_\_.*
6. Before your registration date, plan your class schedule. If needed, get help from your advisor by e-mailing him/her or making an appointment to meet in person.
7. On the opening registration date for a new term, use WebAdvisor through The Hub to sign up for your classes. Do not wait to register since classes fill quickly or may be canceled.
8. Let your advisor know your schedule each term to prevent a delay in graduation!

### The Bottom Line:

Read instructions, keep up with homework, and attend/access courses every day.

# COURSE CHECKLIST: BUSINESS ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE

**IMPORTANT:** If you plan to get a BSAD certificate and/or BSAD diploma in addition to this degree, please let your advisor know so he/she can inform you about the graduation restrictions and help you plan accordingly!

Student: <input style="width: 90%;" type="text"/>	Advisor: <input style="width: 90%;" type="text"/>
Term Entered: <input style="width: 90%;" type="text"/>	Advisor's Phone/E-mail: <input style="width: 90%;" type="text"/>

All courses listed are required; a 2.0 GPA or higher is required for graduation.

**Year: 2018–19 (Fall 2018)**  
**Total Credits = 95.5 Qtr. or 64 Sem. Hours**

**Advisors:** Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses below are needed.

**Students—Transitions Lab Option:** Before taking a competency class below, you can first sign up for the Transitions Lab course if needed.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

**ABE0700 Taken:**  
 Yes  
 No

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record [grade] for required course(s).
Accounting	<input type="checkbox"/>	<input type="checkbox"/> accountingpretest.com (70% or higher)=____% <b>or</b> <input type="checkbox"/> OFFT1310 Office Accounting____[ ] <b>or</b> <input type="checkbox"/> High school accounting courses (2 semesters with B or higher) <b>or</b> <input type="checkbox"/> Work experience
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/> officetypingtest.com (30 nwam or higher)=____ nwam (nwam = words per minute minus errors) <b>or</b> <input type="checkbox"/> OFFT1010 Keyboarding I____[ ] and/or <input type="checkbox"/> OFFT1020 Keyboarding II____[ ]
Reading	<input type="checkbox"/>	<input type="checkbox"/> ENGL0900 Reading Workshop____[ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing____[ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing____[ ]
Math	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> MATH0900 Math Fundamentals____[ ] 2 <sup>nd</sup> <input type="checkbox"/> MATH0950 Beginning Algebra____[ ]

## BSAD CORE AND GENERAL EDUCATION REQUIREMENTS (SEE THE 14 COURSES LISTED BELOW) & APPROVED ELECTIVES IN PLACE OF ?s BELOW (SEE THE ATTACHED PAGE FOR MORE INFORMATION)

Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	<input type="checkbox"/>
<b>First Quarter (Fall 18)</b>			<b>14.5 or 10</b>			
ACFS1015	New Student Orientation		1.0			<input type="checkbox"/>
<b>ACCT1200</b>	<b>Principles of Accounting I</b>	Accounting competency recommended	4.5/3.0			<input type="checkbox"/>
BSAD1010	Microsoft Applications I	Keyboarding competency met (or take OFFT1020 same qtr.)	4.5/3.0			<input type="checkbox"/>
BSAD1050	Introduction to Business		4.5/3.0			<input type="checkbox"/>
<b>Second Quarter (Winter 19)</b>			<b>18 or 12</b>			
<b>BSAD1020</b>	<b>Microsoft Applications II</b>	BSAD1010 (MS Applications I)	4.5/3.0			<input type="checkbox"/>
MATH1040 OR MATH_____	Business Math OR any MATH1040 or higher <i>Note: UNL CBA requires MATH1400 (Applied Calculus); other colleges may require MATH1180 (Elem. Stat.).</i>	MATH0950 (Beg. Algebra) or Math competency met	4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
<b>Third Quarter (Spring 19)</b>			<b>18 or 12</b>			
BSAD2540	Principles of Management		4.5/3.0			<input type="checkbox"/>
<b>ENGL1010</b>	<b>English Composition I</b>	ENGL0985 (Int. College Reading/Writing) or Writing competency met	4.5/3.0			<input type="checkbox"/>
BSAD1090	Business Law I		4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
<b>First Semester (Fall 19)</b>			<b>22.5 or 15</b>			
BSAD2310	Business Ethics	Writing competency recommended	4.5/3.0			<input type="checkbox"/>
ENGL1110 OR <b>OFFT2120</b>	Business Communications OR <b>Business Communication Strategies</b>	Writing competency met & BSAD1010 (MS App. I) recommended <b>ENGL1010</b> or ENGL1110 & BSAD1010 (MS App. I) recommended	4.5/3.0			<input type="checkbox"/>
<b>ECON2110</b>	<b>Principles of Macroeconomics</b>	Math & Accounting competencies recommended	4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
<b>Second Semester (Spring 20)</b>			<b>22.5 or 15</b>			
<b>ECON1200</b>	<b>Personal Finance</b> OR other approved Soc. Science	Math competency recommended	4.5/3.0			<input type="checkbox"/>
OFFT2000 OR BSAD2155	Employment Techniques OR Career Transition and Management Strategies	ENGL1110 (Bus. Comm.) or <b>OFFT2120</b> (Bus. Comm. Strategies)	4.5/3.0			<input type="checkbox"/>
SPCH1090 OR SPCH1110 OR <b>SPCH2810</b>	<b>Fundamentals of Human Communication</b> OR <b>Public Speaking</b> OR <b>Business and Professional Communication</b>	Eligible for <b>ENGL1010</b> (English Composition I) Eligible for <b>ENGL1010</b> (English Composition I) ← (Required by UNL CBA.) Eligible for <b>ENGL1010</b> (English Composition I)	4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>
?	Elective =		4.5/3.0			<input type="checkbox"/>

1. Courses **bolded** are direct transfers to UNL but are subject to change. Please work with your UNL advisor on transfer guidelines as certain restrictions may apply.  
 2. SCC has transfer agreements with Doane, Wesleyan, Bellevue, Peru State, and others. Work with your advisor at the appropriate institution for complete transfer information.

**ELECTIVES (AT LEAST 31.5 QUARTER CREDITS OR 21 SEMESTER CREDITS)**  
**BUSINESS ADMINISTRATION DEGREE (PAGE 1 OF 2)**

In addition to the 14 core and general education classes listed on the BSAD degree checklist, you need a minimum of 31.5 elective credits (7 classes at 4.5 credits each) to fulfill the graduation requirements. From the following approved list, choose your electives based on your interests and the skills you want to attain. You can specialize in one area by taking all the courses listed for one area of emphasis below, or you can take courses in different areas to get a wider range of experience. **When planning your program, pay attention to the classes marked with \* that have prerequisites.**

		4.5 Quarter Credits = 3 Semester Credits			
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade
<b>ACCOUNTING</b>					
*ACCT1210	*Principles of Accounting II	ACCT1200 (Principles of Acct. I)	4.5 or 3		
*ACCT2090	*Cost Accounting	ACCT1210 (Principles of Acct. II)	4.5 or 3		
*ACCT2130	*Intermediate Accounting I	ACCT1210 (Principles of Acct. II)	4.5 or 3		
*ACCT2050	*Payroll Accounting	ACCT1200 (Principles of Acct. I)	4.5 or 3		
*ACCT2230	*Computerized Accounting	BSAD1010 (MS Applications I) & ACCT1200 (Prin. of Acct. I)	4.5 or 3		
ACCT2100	Individual Income Tax Procedures		4.5 or 3		
*ACCT2800	*Applied Accounting Capstone	ACCT2230 & ACCT2050 & ACCT2130	4.5 or 3		
<b>BUSINESS CAREER</b>					
BSAD1070	Customer Service		4.5 or 3		
*BSAD2900 OR *BSAD2901	*Internship Experience (180 work hours) OR <i>BSAD2900 is unpaid work hours.</i> *Cooperative Experience (180 work hours) <i>BSAD2901 is paid work hours.</i>	OFFT2000 (Employ. Tech.) or BSAD2155 (Career Transition ...) <b>Note:</b> Take either prereq. class the term before BSAD2900. OFFT2000 (Employ. Tech.) or BSAD2155 (Career Transition ...) <b>Note:</b> Take either prereq. class the term before BSAD2901.	4.5 or 3 4.5 or 3		
<b>BUSINESS MANAGEMENT &amp; OTHER</b>					
BSAD2370	Human Resource Management		4.5 or 3		
*BSAD2390	*Small Business Management	ACCT1200 (Principles of Acct. I)	4.5 or 3		
*BSAD1100	*Business Law II	BSAD1090 (Business Law I)	4.5 or 3		
*BSAD2170	*Applied Statistics (This is also listed as MATH2170; can only take this class as an elective if you did not use MATH2170 for the Math general education requirement.)	MATH1100 (Intermediate Algebra) or required math placement score	4.5 or 3		
BSAD2800	Introduction to Sustainability		4.5 or 3		
<b>BUSINESS MARKETING</b>					
BSAD1230	Visual Merchandising and Promotion		4.5 or 3		
BSAD2270	Professional Selling		4.5 or 3		
BSAD2400	Principles of Retailing		4.5 or 3		
BSAD2430	Marketing Communications		4.5 or 3		
BSAD2460	Electronic Commerce Marketing		4.5 or 3		
BSAD2470	International Marketing		4.5 or 3		
BSAD2480	Event Marketing		4.5 or 3		
BSAD2520	Principles of Marketing		4.5 or 3		
<b>BUSINESS TECHNOLOGY</b>					
BSAD1000	Computer Basics		1		
BSAD1022	MOS Word Prep	BSAD1010 (MS Applications I) or previous experience recommended	1		
BSAD1024	MOS Excel Prep	BSAD1010 (MS Applications I) or previous experience recommended	1		
BSAD1026	MOS Access Prep	BSAD1010 (MS Applications I) or previous experience recommended	1.5		
BSAD1028	MOS PowerPoint Prep	BSAD1010 (MS Applications I) or previous experience recommended	1		

\* Indicates a prerequisite is required.

**ELECTIVES (AT LEAST 31.5 QUARTER CREDITS OR 21 SEMESTER CREDITS)**  
**BUSINESS ADMINISTRATION DEGREE (PAGE 2 OF 2)**

In addition to the 14 core and general education classes listed on the BSAD degree checklist, you need a minimum of 31.5 elective credits (7 classes at 4.5 credits each) to fulfill the graduation requirements. From the following approved list, choose your electives based on your interests and the skills you want to attain. You can specialize in one area by taking all the courses listed for one area of emphasis below, or you can take courses in different areas to get a wider range of experience. **When planning your program, pay attention to the classes marked with \* that have prerequisites.**

4.5 Quarter Credits = 3 Semester Credits					
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade
<b>ECONOMICS</b>					
ECON1200	<b>Personal Finance</b> <i>(Can only take this class as an elective if you did not use it for the Social Science general education requirement.)</i>	Math competency recommended	4.5 or 3		
ECON2120	<b>Principles of Microeconomics</b>	Math & Accounting competencies recommended	4.5 or 3		
<b>ENTREPRENEURSHIP</b>					
ENTR1050	<b>Introduction to Entrepreneurship</b>		4.5 or 3		
ENTR2040	Entrepreneurship Feasibility Study		4.5 or 3		
ENTR2050	Marketing for the Entrepreneur		4.5 or 3		
ENTR2060	Entrepreneurship Legal Issues	BSAD1090 (Business Law I) recommended	4.5 or 3		
ENTR2070	Entrepreneurship Financial Topics	OFFT1310 (Office Acct.) or <b>ACCT1200</b> (Prin. of Acct. I) recommended	4.5 or 3		
ENTR2090	Entrepreneurship Business Plan	<b>ENTR1050</b> (Intro. to Entr.) & ENTR2040 (Entr. Feasibility Study) recommended	4.5 or 3		
ENTR2150	Global Entrepreneurship	<i>Offered online only</i>	4.5 or 3		
<b>EVENT-VENUE OPERATIONS</b>					
EVOM1060	Customers and the Event Experience	<i>Offered online only in fall term</i>	4.5 or 3		
EVOM1150	Venue Operations Management	<i>Offered online only in winter quarter</i>	4.5 or 3		
EVOM2402	Fundamentals of Event Planning	<i>Offered online only in spring quarter</i>	4.5 or 3		
*EVOM2900 OR *EVOM2901	*Event-Venue Internship OR *Event-Venue Cooperative Experience	EVOM1150 (Venue Operations Mgt.) & EVOM2402 (Fund. of Event Planning) EVOM1150 (Venue Operations Mgt.) & EVOM2402 (Fund. of Event Planning)	4.5 or 3		
<b>FINANCE/INSURANCE</b>					
FINA1130	Fundamentals of Investing		4.5 or 3		
FINA2100	Principles of Banking		4.5 or 3		
HLTH1060	Comprehensive Medical Terminology <i>(This class is helpful if interested in a job in the insurance industry.)</i>		4.5 or 3		
INSU1100	Fundamentals of Insurance I		4.5 or 3		
*INSU1120	*Principles of Underwriting and Claims	INSU1100 (Fund. of Insurance I)	4.5 or 3		
*INSU1150	*Fundamentals of Insurance II	INSU1100 (Fund. of Insurance I)	4.5 or 3		
<b>OFFICE APPLICATIONS &amp; KEYBOARDING</b>					
Approved OFFT classes that you can take as BSAD electives are listed below but cannot exceed 9.0 quarter credits or 6.0 semester credits toward a BSAD degree.					
Ask your advisor about other OFFT or INFO classes you may be interested in taking before registering since you must have approval.					
<ul style="list-style-type: none"> <li>• <b>OFFT/INFO courses cannot exceed 9.0 quarter credits or 6.0 semester credits</b> and may not include OFFT1010, OFFT1020, OFFT1310, INFO1005, or INFO1010.</li> <li>• These courses may not include previously taken classes since a class can only count one time when calculating credits.</li> </ul>					
*OFFT1800	*Collaboration Applications <i>Probably offered summer quarter (classroom) and winter quarter (online)</i>	BSAD1020 (MS Applications II)	4.5 or 3		
*OFFT2290	*Spreadsheet and Database Applications	BSAD1020 (MS Applications II)	4.5 or 3		
*OFFT2310	*Financial Computer Applications <i>(Similar to ACCT2230 Computerized Acct.; don't take both of these courses.)</i>	OFFT1310 (Office Accounting) or ACCT1200 (Principles of Acct. I) & OFFT2290 (Spreadsheet and Database Applications)	4.5 or 3		
*OFFT1160 OR *OFFT1170	*Keyboarding III OR *Keyboarding IV	OFFT1020 (Keyboarding II) or officetypingtest.com at 30+ nwam OFFT1160 (Keyboarding III) or officetypingtest.com at 40+ nwam	4.5 or 3		

\* Indicates a prerequisite is required.

**COURSE CHECKLIST: BUSINESS ADMINISTRATION DIPLOMA**

**IMPORTANT:** If you plan to get a BSAD certificate and/or BSAD degree in addition to this diploma, please let your advisor know so he/she can inform you about the graduation restrictions and help you plan accordingly!

Student:   
 Term Entered:

Advisor:   
 Advisor's Phone/E-mail:

All courses listed are required; a 2.0 GPA or higher is required for graduation.

**Program Year: 2018–19**  
**Total Credits = 45 Qtr. or 30 Sem. Credits**

**Advisors:** Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses below are needed.

**Students—Transitions Lab Option:** Before taking a competency class below, you can first sign up for the Transitions Lab course if needed.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

**ABE0700 Taken:**  
 Yes  
 No

Competency	<input checked="" type="checkbox"/> Met	Requirement Needed: Check options below; complete any course sequences. Record [grade] for required course(s).
Accounting		<input type="checkbox"/> accountingpretest.com (70% or higher)=____% <b>or</b> <input type="checkbox"/> OFFT1310 Office Accounting ____ [ ] <b>or</b> <input type="checkbox"/> High school accounting courses (2 semesters with B or higher) <b>or</b> <input type="checkbox"/> Work experience
Keyboarding		<input type="checkbox"/> officetypingtest.com (30 nwam or higher)=____ nwam (nwam = words per minute minus errors) <b>or</b> <input type="checkbox"/> OFFT1010 Keyboarding I ____ [ ] <b>and/or</b> <input type="checkbox"/> OFFT1020 Keyboarding II ____ [ ]
Reading		<input type="checkbox"/> ENGL0900 Reading Workshop ____ [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>
Writing		1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing ____ [ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing ____ [ ]

Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	<input checked="" type="checkbox"/>
<b>First Term</b>			<b>9.0 or 6</b>			
BSAD1010	Microsoft Applications I	Keyboarding competency met (or take OFFT1020 same qtr.)	4.5/3.0			<input type="checkbox"/>
BSAD1050	Introduction to Business		4.5/3.0			<input type="checkbox"/>
<b>Second Term</b>			<b>9.0 or 6</b>			
<b>ACCT1200</b>	<b>Principles of Accounting I</b>	Accounting competency recommended	4.5/3.0			<input type="checkbox"/>
<b>BSAD1020</b>	<b>Microsoft Applications II</b>	BSAD1010 (MS Applications I)	4.5/3.0			<input type="checkbox"/>
<b>Third Term</b>			<b>13.5 or 9</b>			
BSAD2310	Business Ethics	Writing competency recommended	4.5/3.0			<input type="checkbox"/>
BSAD2540	Principles of Management		4.5/3.0			<input type="checkbox"/>
ENGL1110	Business Communications	Writing competency met & BSAD1010 (MS App. I) recommended	4.5/3.0			<input type="checkbox"/>
<b>Fourth Term</b>			<b>13.5 or 9</b>			
OFFT2000 OR BSAD2155	Employment Techniques OR Career Transition and Management Strategies	ENGL1110 (Bus. Comm.) or <b>OFFT2120</b> (Bus. Comm. Strategies)	4.5/3.0			<input type="checkbox"/>
<b>☞ Choose at least two classes that are approved electives (refer to the list of electives for a BSAD degree):</b>						
?			4.5/3.0			<input type="checkbox"/>
?			4.5/3.0			<input type="checkbox"/>

1. Courses **bolded** are direct transfers to UNL but are subject to change. Please work with your UNL advisor on transfer guidelines as certain restrictions may apply.

2. SCC has transfer agreements with Doane, Wesleyan, Bellevue, Peru State, and others. Work with your advisor at the appropriate institution for complete transfer information.

# COURSE CHECKLIST: BUSINESS ADMINISTRATION CERTIFICATES (PAGE 1 OF 2)

**IMPORTANT:** If you plan to get a BSAD diploma and/or BSAD degree in addition to any of these certificate(s), please let your advisor know so he/she can inform you about the graduation restrictions and help you plan accordingly!

Student:		Advisor:	
Term Entered:		Advisor's Phone/E-mail:	

Chosen Certificate:

**A 2.0 GPA or higher is required for graduation.**

**4.5 Quarter hours = 3 Semester hours**

**Program Year: 2018–19  
Six Classes**

**Advisors:** Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses are needed.

**Students—Transitions Lab Option:** Before taking a competency class, you can first sign up for the Transitions Lab course if desired.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

**ABE0700 Taken:**  
 Yes  
 No

## BUSINESS ADMINISTRATION CERTIFICATE

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record term [grade] for required course(s).				
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop _____ [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>				
Writing	<input type="checkbox"/>	1 <sup>st</sup> ENGL0960 Beginning College Reading/Writing _____ [ ] 2 <sup>nd</sup> ENGL0985 Intermediate College Reading/Writing _____ [ ]				
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	Met
<b>First Term</b>			<b>13.5 or 9</b>			
ACCT1200 OR OFFT1310	Principles of Accounting I OR Office Accounting	Accounting competency recommended	4.5 or 3			<input type="checkbox"/>
BSAD1050	Introduction to Business		4.5 or 3			<input type="checkbox"/>
BSAD2155 OR BSAD2540	Career Transition and Management Strategies OR Principles of Management		4.5 or 3			<input type="checkbox"/>
<b>Second Term</b>			<b>13.5 or 9</b>			
ENGL1110	Business Communications	Writing competency met & BSAD1010 (MS App. I) recommended	4.5 or 3			<input type="checkbox"/>
☑ Choose at least 9.0 credits of approved electives (refer to the list of electives for a BSAD degree):						
?			4.5 or 3			<input type="checkbox"/>
?			4.5 or 3			<input type="checkbox"/>

## CLIENT RELATIONS CERTIFICATE

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record term [grade] for required course(s).				
Keyboarding	<input type="checkbox"/>	officetypingtest.com (30 nwm or higher)= _____ or OFFT1010 Keyboarding I _____ [ ] and/or OFFT1020 Keyboarding II _____ [ ]				
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop _____ [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>				
Writing	<input type="checkbox"/>	1 <sup>st</sup> ENGL0960 Beginning College Reading/Writing _____ [ ] 2 <sup>nd</sup> ENGL0985 Intermediate College Reading/Writing _____ [ ]				
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	Met
<b>First Term</b>			<b>13.5 or 9</b>			
BSAD1010	Microsoft Applications I	Keyboarding competency met (or take OFFT1020 same qtr.)	4.5 or 3			<input type="checkbox"/>
BSAD1070	Customer Service		4.5 or 3			<input type="checkbox"/>
ENGL1110	Business Communications	Writing competency met & BSAD1010 (MS App. I) recommended	4.5 or 3			<input type="checkbox"/>
<b>Second Term</b>			<b>13.5 or 9</b>			
BSAD2270	Professional Selling		4.5 or 3			<input type="checkbox"/>
PSYC1250	Interpersonal Relations		4.5 or 3			<input type="checkbox"/>
SPCH2810 OR SPCH1090	Business and Professional Communication OR Fundamentals of Human Communication	Eligible for ENGL1010 (English Composition I)	4.5 or 3			<input type="checkbox"/>

1. Courses **bolded** are direct transfers to UNL but are subject to change. Please work with your UNL advisor on transfer guidelines as certain restrictions may apply.
2. SCC has transfer agreements with Doane, Wesleyan, Bellevue, Peru State, and others. Work with your advisor at the appropriate institution for complete transfer information.

# COURSE CHECKLIST: BUSINESS ADMINISTRATION CERTIFICATES (PAGE 2 OF 2)

**IMPORTANT:** If you plan to get a BSAD diploma and/or BSAD degree in addition to any of these certificate(s), please let your advisor know so he/she can inform you about the graduation restrictions and help you plan accordingly!

**Advisors:** Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses are needed.

**Students—Transitions Lab Option:** Before taking a competency class, you can first sign up for the Transitions Lab course if desired.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

**ABE0700 Taken:**  
 Yes  
 No

## ENTREPRENEURSHIP CERTIFICATE

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record term [grade] for required course(s).				
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop _____ [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>				
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing _____ [ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing _____ [ ]				
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	Met
<b>First Term</b>			<b>13.5 or 9</b>			
ENTR1050	Introduction to Entrepreneurship		4.5 or 3			<input type="checkbox"/>
ENTR2040	Entrepreneurship Feasibility Study		4.5 or 3			<input type="checkbox"/>
☑ Choose ONE approved General Education elective:						
?			4.5 or 3			<input type="checkbox"/>
<b>Second Term</b>			<b>13.5 or 9</b>			
☑ Choose TWO of the three classes listed below (4.5 credits each):						
ENTR2050 OR ENTR2060 OR ENTR2070	Marketing for the Entrepreneur OR Entrepreneurship Legal Issues OR Entrepreneurship Financial Topics	BSAD1090 (Business Law I) recommended OFFT1310 or <b>ACCT1200</b> (Principles of Acct. I) recommended	9.0 or 6			<input type="checkbox"/>
ENTR2090	Entrepreneurship Business Plan	<b>ENTR1050</b> (Intro. to Entr.) & ENTR2040 (Entr. Feasibility Study) recommended	4.5 or 3			<input type="checkbox"/>

## EVENT-VENUE OPERATIONS MANAGEMENT CERTIFICATE

**Important: Before starting classes for this certificate, you need to contact Linda Hartman at 402-323-3382 or [LHartman@southeast.edu](mailto:LHartman@southeast.edu).**

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record term [grade] for required course(s).				
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop _____ [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>				
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing _____ [ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing _____ [ ]				
Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	Met
<b>First Term</b>			<b>4.5 or 3</b>			
EVOM1060	Customers and the Event Experience	<i>Offered online only</i>	4.5 or 3			<input type="checkbox"/>
<b>Second Term</b>			<b>9.0 or 6</b>			
EVOM1150	Venue Operations Management	<i>Offered online only</i>	4.5 or 3			<input type="checkbox"/>
BSAD2480	Event Marketing	<i>Offered online only</i>	4.5 or 3			<input type="checkbox"/>
<b>Third Term</b>			<b>9.0 or 6</b>			
EVOM2402	Fundamentals of Event Planning	<i>Offered online only</i>	4.5 or 3			<input type="checkbox"/>
<b>SPCH2810</b>	<b>Business and Professional Communication</b>	Eligible for <b>ENGL1010</b> (English Composition I)	4.5 or 3			<input type="checkbox"/>
<b>Fourth Term</b>			<b>4.5 or 3</b>			
EVOM2900 OR EVOM2901	Event-Venue Internship OR Event-Venue Cooperative Experience	EVOM1150 (Venue Oper. Mgt.) & EVOM2402 (Fund. of Event Plan.) EVOM1150 (Venue Oper. Mgt.) & EVOM2402 (Fund. of Event Plan.)	4.5 or 3			<input type="checkbox"/>

1. Courses **bolded** are direct transfers to UNL but are subject to change. Please work with your UNL advisor on transfer guidelines as certain restrictions may apply.
2. SCC has transfer agreements with Doane, Wesleyan, Bellevue, Peru State, and others. Work with your advisor at the appropriate institution for complete transfer information.