The Business Administration program provides students with up-to-date skills that can be applied to many careers, including accounting, marketing, management, event-venue operations, financial services, and insurance. Business students also have access to our Entrepreneurship Center.

Program highlights:
• Transferable options to bachelor's degree
• Small class sizes, personal attention
• Flexible schedule options
• Degree completion in 18-24 months
• All program courses also offered online

Types of jobs available:
• Account Manager
• Accounts Payable or Receivable Clerk
• Bookkeeper
• Call Center Representative
• Coordinator of Special Projects
• Guest Services Agent
• Insurance Agent
• Marketing/Administrative Assistant
• Marketing/Sales Intern
• Office Manager or Assistant Manager
• Recruiting Coordinator
• Retail Accounting Specialist
• Revenue Agent
• Sales Information Specialist
• Small Business Owner
• Special Event Coordinator
• Store Manager or Assistant Manager
• Technical Support Agent

Graduate earnings
Recent graduates report an average starting wage of $15.25 per hour.

“SCC prepared me well in my field of study and also for the real world. The classes were always enjoyable. The instructors and classmates taught you something new every day. I had learned about SCC through family members who also attended SCC. It was definitely the best choice I could have made for my education. I had a goal in mind while entering college, and SCC helped me achieve that goal.”

- Shylo Buresh

This program is accredited by the Accreditation Council for Business Schools & Programs, 11520 W. 119 St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.
Special Program Requirements:
Students who wish to pursue their education in Business Administration must complete the regular SCC admission requirements, and all prerequisite courses must have a grade of “C” or higher to continue through the program.

General Education Requirements:
SCC Core General Education Learning Outcomes (GELOs)
(One class from each GELO below)

**GELO #1: Oral Communications**
SPCH1090 Fundamentals of Human Communication or SPCH2810 Business & Professional Communication

**GELO #2: Written Communications**
ENGL1010 - English Composition I

**GELO #3: Critical Thinking & Problem Solving**
MATH1040 Business Math (or higher)

**GELO #4: Analytical, Quantitative, and Scientific Reasoning**
ECON1200 Personal Finance (Recommended)

**GELO #5: Written Communications**
ENGL1010 - English Composition I

**GELO #6: Career and Life Skills**
BSAD1010 Microsoft Applications I

Total General Education 22.5

A.A.S. Business Administration Core Courses:
Course # | Course title | Credit hrs
---|---|---
ACCT1200 | Principles of Accounting I | 4.5
BSAD1022 | *Microsoft Applications II | 4.5
BSAD1090 | Business Law I | 4.5
ENGL1110 | Business Communications or ENGL1110 - English Composition I | 4.5
OFFT2120 | *Business Communication Strategies | 4.5
BSAD1050 | Introduction to Business | 4.5
BSAD2155 | Career Transition and Management Strategies | 4.5
BSAD2310 | Business Ethics | 4.5
BSAD2540 | Principles of Management | 4.5
ECON2110 | Principles of Macroeconomics | 4.5

40.5 hours

* Course has prerequisite.

- Required competency must be met before taking course.

**I started at SCC with the intention of earning a Business degree that would increase my opportunity to better my career and earn a higher wage. I will graduate with much more than just the degree I had anticipated. I will be graduating with fellow classmates and instructors that will be lifelong friends. Thanks to the smaller class sizes and incredible staff, SCC was the perfect college for me.**

-Liz Haase

A.A.S. Business Administration Electives:
These electives are designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses from the Business Administration Program courses below.
(Minimum of seven courses at 4.5 credits.)

Total electives for Business Administration is 31.5 hours minimum - seven courses at 4.5 each.

31.5 credit hours minimum to complete an A.A.S. degree.

Course # | Course title | Credit hrs
---|---|---
ACCT1210 | *Principles of Accounting II | 4.5
ACCT2050 | *Payroll Accounting | 4.5
ACCT2090 | *Cost Accounting | 4.5
ACCT2100 | Individual Income Tax Procedures | 4.5
ACCT2130 | *Intermediate Accounting I | 4.5
ACCT2230 | *Computerized Accounting | 4.5
ACCT2800 | *Applied Accounting Capstone | 4.5

**Business Technology**
BSAD1000 | Computer Basics | 1.0
BSAD1022 | MOS Word Prep | 1.0
BSAD1024 | MOS Excel Prep | 1.0
BSAD1026 | MOS Access Prep | 1.5
BSAD1028 | MOS PowerPoint Prep | 1.0

**Business Marketing**
BSAD1230 | Visual Merchandising and Promotion | 4.5
BSAD2270 | Professional Selling | 4.5
BSAD2400 | Principles of Retailing | 4.5
BSAD2430 | Marketing Communications | 4.5
BSAD2460 | Electronic Commerce Marketing | 4.5
BSAD2470 | International Marketing | 4.5
BSAD2480 | Event Marketing | 4.5
BSAD2520 | Principles of Marketing | 4.5

**Business Career**
BSAD1070 | Customer Service | 4.5
BSAD2901 | *Cooperative Experience or BSAD2900 | Internship | 4.5

**Business Management and Other**
BSAD2170 | Applied Statistics (if not taken as general education requirement) | 4.5
BSAD2370 | Human Resources Management | 4.5
BSAD2390 | *Small Business Management | 4.5
BSAD1100 | *Business Law II | 4.5
BSAD2800 | Introduction to Sustainability | 4.5

**Economics**
ECON1200 | Personal Finance (if not taken as general education requirement) | 4.5
ECON2120 | Principles of Microeconomics | 4.5

**Entrepreneurship**
ENTR1050 | Introduction to Entrepreneurship | 4.5
ENTR2040 | Entrepreneurship Feasibility Study | 4.5
ENTR2050 | Marketing for the Entrepreneur | 4.5
ENTR2060 | Entrepreneurship Legal Issues | 4.5
ENTR2070 | Entrepreneurship Financial Topics | 4.5
ENTR2090 | Entrepreneurship Business Plan | 4.5
ENTR2150 | Global Entrepreneurship | 4.5

**Event-Venue Operations**
EVOM1060 | Customers and the Event Experience | 4.5
EVOM1150 | Venue Operations Management | 4.5
EVOM2402 | Fundamentals of Event Planning | 4.5
EVOM2900 | *Event-Venue Internship or EVOM2901 | Event-Venue Cooperative Experience | 4.5

**Finance/Insurance**
FINA1130 | Fundamentals of Investing | 4.5
FINA2100 | Principles of Banking | 4.5
INSU1100 | Fundamentals of Insurance I | 4.5
INSU1120 | *Principles of Underwriting and Claims | 4.5
INSU1150 | *Fundamentals of Insurance II | 4.5
HLTH1060 | Comprehensive Medical Terminology (Helpful for insurance employment) | 4.5

Other – Elective courses in Office Professional (OFFT) or Information Technology (INFO) that could complement the other business electives.
**Other OFFT and INFO courses may be taken but are not to exceed 9 hours. They also may not include previously taken courses or OFFT1310, INFO1005 or INFO1010.**
Course # | Course title | Credit hrs
--- | --- | ---
ACCT1200 | Principles of Accounting I | 4.5
BSAD1010 | Microsoft Applications I | 4.5
BSAD1020 | *Microsoft Applications II | 4.5
BSAD1050 | Introduction to Business | 4.5
BSAD2310 | Business Ethics | 4.5
BSAD2540 | Principles of Management | 4.5
ENGL1110 | ~Business Communications | 4.5
OFFT2000 | *Employment Techniques or | 4.5
BSAD2155 | Career Transition and Management Strategies | 4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU, OFFT) | 9.0
Total: 45.0 hours

For more information on the Event-Venue Operations Management Certificate, please contact Linda Hartman, Program Co-chair - Lincoln by calling 402-437-2433, 800-642-4075 ext. 2433, lhartman@southeast.edu

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**BUSINESS STUDENT GROUPS**

**Phil Beta Lambda**
Beatrice & Milford
College FBLA
Estimated Expenses
Nebraska Resident tuition/fee rate is $69.50 per credit hour. Out-of-state tuition/fee rate is $83.50 per credit hour. Graduation fee is $25. Housing is available at Beatrice and Milford campuses only. Tuition, books and fees are dependent upon classes taken each quarter. Students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

ASSOCIATE OF APPLIED SCIENCE DEGREE
Tuition & Fees (94.5 credit hrs) $6,568
Books 2,996
Total Estimate $9,564
Average per quarter $1,366

ASSOCIATE OF ARTS
Tuition & Fees (90 credit hrs) $6,255
Books 3,330
Total Estimate $9,585
Average per quarter $1,598

DIPLoma
Tuition & Fees (45 credit hrs) $3,128
Books 1,325
Total Estimate $4,453
Average per quarter $1,113

CERTIFICATE
Tuition & Fees (27 credit hrs) $1,877
Books 907
Total Estimate $2,784
Average per quarter $1,392

CLIENT RELATIONS CERTIFICATE
Tuition & Fees (27 credit hrs) $1,877
Books 766
Total Estimate $2,643
Average per quarter $1,322

ENTREPRENEURSHIP CERTIFICATE
Tuition & Fees (27 credit hrs) $1,877
Books 523
Total Estimate $2,400
Average per quarter $1,200

EVENT-VENUE OPERATIONS CERTIFICATE
Tuition & Fees (27 credit hrs) $1,877
Books 571
Total Estimate $2,448
Average per quarter $1,224

SCC’s Business Administration program offers a variety of choices in which to study and earn an associate degree, diploma, or certificate. The degree emphasizes important business concepts and real-world applications. It is a great way to start or move up the ladder with a career in business. Students have flexibility in choosing courses since they are able to select many of their classes as business electives.

Examples of Business Classes

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Economics</th>
<th>Entrepreneurship</th>
<th>Marketing</th>
<th>Finance/Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting I &amp; II</td>
<td>Macroeconomics</td>
<td>Feasibility Study</td>
<td>Marketing Communications</td>
<td>Banking</td>
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<tr>
<td>Payroll</td>
<td>Microeconomics</td>
<td>Global Entrepreneurship</td>
<td>E-commerce</td>
<td>Investments</td>
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<td>Cost</td>
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<td>Event Marketing</td>
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<tr>
<td>Intermediate</td>
<td>Personal Finance</td>
<td>Business Plan</td>
<td></td>
<td>Insurance I &amp; II</td>
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</tbody>
</table>

What business students say!

“I look back at my time at SCC fondly. Everyone was considerate and supportive, and the teachers were available for questions and feedback! I learned in a nurturing and supportive environment, whether online or in class, and a helping hand was always available to get me through!”

- Sheridan Weideman

“SCC has changed the way I see my future. When I decided to change my career goals and go back to school, I never thought I would learn as much as I have.

The classes at SCC have opened up a whole new area of possibilities for me to start a new career. I am very happy with the choice I made to attend classes here and not a four-year university.”

- Christine Punko