



**Associate of Applied Science Degree  
Associate of Arts Degree  
Diploma  
Certificate**

**Credit Hours Required for Graduation:**

Associate of Applied Science Degree:	
Business .....	60.0
Associate of Arts Degree:	
Business .....	60.0
Diploma:	
Bookkeeping .....	30.0
Business .....	30.0
Certificate:	
Business .....	15.0
Client Relations .....	15.0
Entrepreneurship .....	15.0
Event-Venue Operations Management ...	15.0

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**College Admissions Office**

- Beatrice** 402-228-8214, 800-233-5027 ext. 1214  
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A0708 - BSAD (08/19)

## Why SCC?

*Southeast Community College has exceptional instructors who are experts in their field, and we offer classes at an affordable cost. Classes are offered in a flexible manner on campus and in an online format. Class sizes are small, and tutoring is free for all students. The Business program offers a number of options to meet students' needs.*

## Associate of Arts in Business

Earning your A.A. degree in Business from Southeast Community College gives you an affordable way to continue your path to a bachelor's degree. You will learn basic business skills in accounting and economics. The A.A. degree in Business is a good fit for students who are planning to transfer to a four-year university or college, but want to keep the costs of the four-year degree manageable. SCC works with several colleges, including the University of Nebraska.

## Associate of Applied Science in Business

Earning your A.A.S. degree in Business from Southeast Community College gives you affordable options while getting a broad education in business. At SCC you can choose between continuing your education now or you can go out into the workforce immediately after graduation and pursue a higher degree later. The A.A.S. in Business will prepare you for entry-level jobs in business-related fields. While most students will pursue a job in business after graduation, other students will continue the path and work toward their bachelor's degree.

SCC also offers a one-year diploma option in business or accounting and four certificate options: Business, Client Relations, Entrepreneurship, or Event-Venue Operations Management.



## Top Career Options

- Marketing Assistant
- Customer Service Representative
- Quality Control Specialist
- Underwriting Analyst
- Human Resources Specialist



## Graduate Earnings

Recent graduates report an average starting wage of \$16.15 per hour.

The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools & Programs, 11520 W 119 St, Overland Park, KS 66213, (913) 339-9356, [www.acbsp.org](http://www.acbsp.org). The SCC Business Program was reaffirmed in 2013 for 10 years. Several instructors at SCC have received the ACBSP Teaching Excellence Award for Region 5.



<b>2019-2020 Tuition/Fee Rate Per Credit Hour</b>	
Nebraska Resident	\$108
Out-of-state tuition/fee rate	\$129
<b>Estimated Expenses</b>	
Tuition/Fees	\$ 6480
Books	3300
Special Fees	0
Tools/Supplies	0
<b>Total: \$9,780</b>	

An Associate of Applied Science (A.A.S.) degree in Business requires successful completion of general education requirements, business core courses, and a minimum of 18.0 credit hours of business electives.

## Special Program Requirements

Students who wish to pursue their education in Business 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	3.0
SPCH1090 Fundamentals of Human Communication <b>OR</b>	
SPCH1110 Public Speaking <b>OR</b>	
SPCH2810 Business & Professional Communication	
GELO #2: Written Communications	3.0
ENGL1010 ~English Composition I	
GELO #3: Critical Thinking & Problem Solving	3.0
BSAD2540 Principles of Management	
GELO #5: Analytical, Quantitative and Scientific Reasoning	3.0
MATH1040 Business Math or higher (Recommended)	
GELO #6: Career and Life Skills	3.0
BSAD1010 Microsoft Applications I	
<b>Total General Education</b>	<b>15.0</b>

## A.A.S. Business Core Courses

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2155	Career Transition and Management Strategies <b>OR</b>	
OFFT2000	*Employment Techniques	3.0
BSAD2310	Business Ethics	3.0
ECON1200	Personal Finance	3.0
ECON2110	Macroeconomics	3.0
ENGL1110	~Business Communications <b>OR</b>	
OFFT2120	*Business Communication Strategies	3.0
		27.0 hours

\* Course has prerequisite.

~ Required competency must be met before taking course.

## A.A.S. Business 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 Program courses below. (Minimum of six courses at 3.0 credits.)

Course #	Course title	18.0 Credit hrs
<b>Accounting</b>		
ACCT1210	*Principles of Accounting II	3.0
ACCT2050	*Payroll Accounting	3.0
ACCT2090	*Cost Accounting	3.0
ACCT2100	Individual Income Tax Procedures	3.0
ACCT2130	*Intermediate Accounting I	3.0
ACCT2230	*Computerized Accounting	3.0
ACCT2800	*Applied Accounting Capstone	3.0
<b>Business Technology</b>		
BSAD1000	Computer Essentials	1.0
BSAD1022	MOS Word Prep	0.5
BSAD1024	MOS Excel Prep	1.0
BSAD1026	MOS Access Prep	1.0
BSAD1028	MOS PowerPoint Prep	0.5
<b>Business Marketing</b>		
BSAD2270	Professional Selling	3.0
BSAD2400	Principles of Retailing	3.0
BSAD2430	Marketing Communications	3.0
BSAD2460	Electronic Commerce Marketing	3.0
BSAD2480	Event Marketing	3.0
BSAD2520	Principles of Marketing	3.0
<b>Business Career</b>		
BSAD1070	Customer Service	3.0
BSAD2901	*Cooperative Experience <b>OR</b>	
BSAD2900	*Internship	3.0
<b>Business Management and Other</b>		
BSAD1100	*Business Law II	3.0
BSAD2170/	Applied Statistics (If not used for Gen Ed requirement)	3.0
MATH2170		
BSAD2200	Global Environments for Business	3.0
BSAD2370	Human Resources Management	3.0
BSAD2390	*Small Business Management	3.0
BSAD2560	Project Management	3.0
BSAD2800	Introduction to Sustainability	3.0
<b>Economics</b>		
ECON2120	Principles of Microeconomics	3.0

## Entrepreneurship

ENTR1050	Introduction to Entrepreneurship	3.0
ENTR2040	Entrepreneurship Feasibility Study	3.0
ENTR2050	Marketing for the Entrepreneur	3.0
ENTR2060	Entrepreneurship Legal Issues	3.0
ENTR2070	Entrepreneurship Financial Topics	3.0
ENTR2090	Entrepreneurship Business Plan	3.0

## Event-Venue Operations

EVOM1060	Customers and the Event Experience	3.0
EVOM1150	Venue Operations Management	3.0
EVOM2402	Fundamentals of Event Planning	3.0

## Finance/Insurance

FINA1130	Fundamentals of Investing	3.0
FINA2100	Principles of Banking	3.0
INSU1100	Fundamentals of Insurance I	3.0
INSU1120	*Principles of Underwriting and Claims	3.0
INSU1150	*Fundamentals of Insurance II	3.0
HLTH1060	Comprehensive Medical Terminology (Helpful for insurance employment.)	3.0

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 6 hours. They also may not include previously taken courses or OFFT1010, OFFT1020, OFFT1150, OFFT1310, INFO1005 or INFO1010. (Total electives for Business is 18.0 hours minimum - six courses at 3.0 each.)

## A.A. Business - Suggested Courses

The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution. For more specific information based on the institution to which you want to transfer, please visit:

<https://www.southeast.edu/transfer-information/>

Credit Hours Required for Graduation 60.0 Credits

### Written Communications 6.0 Credits

ENGL1010 ~English Composition I 3.0

AND take one of the following:

ENGL1020 English Composition II 3.0

OFFT2120 Business Communication Strategies 3.0

NOTE: UNL's College of Business requires OFFT2120.

### Speech Communications 3.0 Credits

SPCH1110 Public Speaking 3.0

SPCH2810 Business & Professional Communication 3.0

NOTE: UNL's College of Business requires SPCH2810.

### Mathematics/Logic 3.0 Credits

MATH1150 College Algebra 3.0

MATH1200 Trigonometry 3.0

MATH1300 Pre-Calculus 5.0

MATH1400 Applied Calculus 3.0

MATH1600 Calculus with Analytical Geometry I 5.0

NOTE: MATH1150 and 1200 do not fulfill the math requirement at UNL and will count as electives only.  
UNL recommends students planning to major in Accounting, Economics, or Finance take MATH1600.

### Natural Science with Lab 7.0 Credits

Take two of the following, including one lab course (4.0 or 5.0 hrs):

BIOS1010 General Biology 4.0

BIOS1030 Environmental Biology 3.0

BIOS1090 General Botany 4.0

BIOS1120 Introduction to Zoology 4.0

BIOS1140 Human Anatomy 4.0

BIOS1400 Biology I 4.0

BIOS1410 Biology II 4.0

BIOS2130 Human Physiology 4.0

BIOS2250 Human Anatomy & Physiology I 4.0

BIOS2260 Human Anatomy & Physiology II 4.0

BIOS2460 Microbiology 4.0

BIOS2200 Principles of Ecology 4.0

BIOS2410 General Genetics 4.0

BIOT1400 Introduction to Biotechnology I 4.0

BIOT2400 Introduction to Biotechnology II 4.0

CHEM1050 Chemistry & the Citizen 4.0

CHEM1090 General Chemistry I 4.0

CHEM1100 General Chemistry II 4.0

CHEM2550 Biological Organic Chemistry 3.0

FSDT1350 Basic Nutrition 3.0

GEOG1500 Physical Geography 4.0

GEOL1010 Physical Geology 4.0

GEOL1060 Environmental Geology 3.0

PHYS1030 Astronomy 4.0

PHYS1100 Physical Science 4.0

PHYS1130 Selected Topics in Astronomy 3.0

PHYS1150 Descriptive Physics 4.0

PHYS1410 Elementary General Physics I 5.0

PHYS1420 Elementary General Physics II 5.0

PHYS2110 General Physics I 5.0

PHYS2120 General Physics II 5.0

PSYC2730 Brain & Behavior 3.0

NOTES: Cannot receive credit for CHEM1050 and CHEM1090.

Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.

Some 4-year schools require science courses to be taken from two different disciplines.

Check with an advisor at the 4-year schools you are considering.

**Humanities**

Choose three courses from three different groups:

Group 1: Literature/Journalism/Philosophy:

ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post 1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
JOUR1810	Introduction to Mass Media	3.0
JOUR1820	Media Writing	3.0
PHIL1010	Introduction to Philosophy	3.0
PHIL1060	Applied Ethics	3.0
PHIL1100	Intro to Logic and Critical Thinking	3.0
PHIL2130	Bioethics	3.0
PHIL2610/	Comparative Religions	3.0
RELS2610		

Group 2: Creative/Fine/Performing Arts:

ARTS1010	Introduction to Visual Arts	3.0
ARTS1050	Intro to Art History & Criticism I	3.0
ARTS1060	Intro to Art History & Criticism II	3.0
ARTS1110	Beginning Drawing I	3.0
ARTS1210	2-Dimensional Design	3.0
ARTS1330	Beginning Ceramics I	3.0
ARTS2510	Beginning Painting I	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
ARTS2850	History of Photography	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
HUMS1100	Introduction to the Humanities	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
MUSC1010	Introduction to Music	3.0
MUSC1610	Music Theory I	4.0
MUSC2750	Introduction to American Music	3.0
MUSC2800	Introduction to World Music	3.0
MUSC2870	History of Rock Music	3.0
PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
SPCH2050	Oral Performance of Literature	3.0
THEA1010	Introduction to Theatre	3.0
THEA1140	Basic Acting	3.0
THEA2130	Film Appreciation	3.0

Group 3: Language

1010	Beginning Language I (Chinese, German or Spanish)	5.0
1020	Beginning Language II (Chinese, German or Spanish)	5.0
2010	Second Year Language I (Chinese, German or Spanish)	3.0
2020	Second Year Language II (Chinese, German or Spanish)	3.0
2100	Accelerated Language (German or Spanish)	6.0

Group 4: Take an additional class from Group 1, 2, or 3

**Social Sciences 9.0 Credits**

Economics/Political Science (Take both):

ECON2110	Macroeconomics	3.0
ECON2120	Microeconomics	3.0

Choose one additional course from the following two groups:

Group 1: Anthropology/Psychology/Sociology:

ANTH1020	Intro to Cultural Anthropology	3.0
ANTH1120	General Anthropology	3.0
PSYC1250	Interpersonal Relations	3.0
PSYC1810	Introduction to Psychology	3.0
SOCI1010	Introduction to Sociology	3.0
SOCI1020	Diversity in Society	3.0
SOCI2150	Issues of Unity & Diversity	3.0

Group 2: Geography/History:

GEOG1000	Exploring Our World: Fund of Geo Sci	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
HIST2020	American History II	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0

**9.0 Credits Total****Culture & Gender Studies**

Take one:

ANTH1120	General Anthropology	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
EDUC1110	Intro to Professional Education	3.0
EDUC1700	Professional Practicum I	1.0
EDUC2300	Introduction to Special Education	3.0
EDUC2590	Instructional Technology	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
GLST2980	Global Studies	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0
MUSC2800	Introduction to World Music	3.0
PHED1000	Lifetime Wellness	3.0
PHIL2610/	Comparative Religions	3.0
RELS2610		
POLS1600	International Relations	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
SOCI2010	Social Problems	3.0
SOCI2150	Issues of Unity & Diversity	3.0
SPCH2110	Intercultural Communication	3.0

**3.0 Credits****Business & Electives****18.0-21.0 Credits***NOTE: The following courses are standard requirements for business majors at many, but not all, four-year schools.**Schedule an appointment with an advisor for more specific advice.*

ACCT1200	Principles of Accounting I (Required)	3.0
ACCT1210	Principles of Accounting II (Required)	3.0
MATH2170/	Applied Statistics (Required)	3.0
BSAD2170		

Other suggested business electives:

BSAD1010	Microsoft Applications I	3.0
BSAD1020	Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2310	Business Ethics	3.0
BSAD2370	Human Resources Management	3.0
BSAD2430	Marketing Communications	3.0
BSAD2520	Principles of Marketing	3.0
BSAD2540	Principles of Management	3.0
ECON1200	Personal Finance	3.0
ENTR1050	Introduction to Entrepreneurship	3.0

*NOTE: Schedule an appointment with an advisor to see which of these courses will apply to your business major at your 4-year school.***Bookkeeping Option for Diploma**

The diploma in Bookkeeping is designed to provide a general, but comprehensive, study in the basic skills needed for students to obtain entry-level jobs.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
ACCT2050	*Payroll Accounting	3.0
ACCT2100	Individual Income Tax Procedures	3.0
ACCT2230	*Computerized Accounting	3.0
BSAD1010	Microsoft Applications I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD2370	Human Resources Management <b>OR</b>	
	Approved Business Elective	3.0
ENGL1110	-Business Communications	3.0
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU, OFFT2810, OFFT2830)		<b>OR</b> 3.0

Total: 30.0 hours

**Business Option for Diploma**

The diploma in Business is designed to provide a general, but comprehensive, study in the basic skills needed for students to obtain entry-level jobs.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
BSAD1010	Microsoft Applications I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD2310	Business Ethics	3.0
BSAD2540	Principles of Management	3.0
ENGL1110	-Business Communications	3.0
OFFT2000	*Employment Techniques <b>OR</b>	
BSAD2155	Career Transition and Management Strategies	3.0
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		<b>OR</b> 6.0

Total: 30.0 hours

## Business Option for Certificate

This certificate is designed to demonstrate the basic core skill sets of a business professional. It complements the technical degree programs offered to help students be more successful in their business and leadership endeavors. This certificate also provides a direct and effective grouping of courses for currently employed professionals who want to enhance their business knowledge. It is a general course of study for a certificate in Business.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I <b>OR</b>	
OFFT1310	Office Accounting	3.0
BSAD1050	Introduction to Business	3.0
BSAD2155	Career Transition and Management Strategies <b>OR</b>	
BSAD2540	Principles of Management	3.0
ENGL1110	Business Communications	3.0
ADVISOR APPROVED ELECTIVE: (ACCT, BSAD, ECON, ENTR, FINA, INSU, OFFT)		3.0
		<b>Total: 15.0 hours</b>



## Client Relations Option for Certificate

This certificate will equip students with an in-depth knowledge of the client relations field. It will provide a thorough understanding of key concepts and theories related to working with customers and clients in a call center.

Course #	Course title	Credit hrs
BSAD1010	Microsoft Applications I	3.0
BSAD1070	Customer Service	3.0
ENGL1110	~Business Communications	3.0
BSAD2270	Professional Selling	3.0
SPCH1090	Fundamentals of Human Communication <b>OR</b>	
SPCH2810	Business & Professional Communication	3.0
		<b>Total: 15.0 hours</b>



## Entrepreneurship Option for Certificate

This certificate is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture.

Course #	Course title	Credit hrs
ENTR1050	Introduction to Entrepreneurship	3.0
ENTR2040	Entrepreneurship Feasibility Study	3.0
ENTR2090	Entrepreneurship Business Plan	3.0
Take 2 of the following 3 classes:		
ENTR2050	Marketing for the Entrepreneur	3.0
ENTR2060	Entrepreneurship Legal Issues	3.0
ENTR2070	Entrepreneurship Financial Topics	3.0
		<b>Total: 15.0 hours</b>

## Event-Venue Operations Management Option for Certificate

This certificate will equip students with an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations. It will provide a thorough understanding of key concepts and theories in event operations combined with practical skills in key areas such as event conception and implementation, marketing, risk management, client service, and venue management.

Course #	Course title	Credit hrs
BSAD2480	Event Marketing	3.0
EVOM1060	Customers and the Event Experience	3.0
EVOM1150	Venue Operations Management	3.0
EVOM2402	Fundamentals of Event Planning	3.0
SPCH2810	Business and Professional Communication	3.0
		<b>Total: 15.0 hours</b>

### **For the Event-Venue Operations Management Option Certificate contact**

Linda Hartman, Program Co-Director - Lincoln  
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\* Course has prerequisite.

~ Required competency must be met before taking course.

