BUSINESS COMMUNICATIONS

Beatrice, Lincoln, Milford and Online

Earning your Associate of Arts degree in Business Communications at SCC gives you a chance to learn how to communicate effectively. You can choose to continue your education and work on a bachelor’s degree immediately upon graduation from SCC, or you can choose to go into the workforce and get a job as a Communications Specialist, an Advertising Sales Agent, or in many other positions in the field of communications and business. Southeast Community College works with several colleges, including Concordia University in Seward, where you can easily transition to a four-year degree now or later.

Why SCC?

The field of Business Communications is broad, and there are a variety of jobs available. Southeast Community College has exceptional instructors who are experts in their field. This knowledge base gives you an edge when you begin looking for a career. SCC also offers a quality education at an affordable price. This cost savings is a huge plus to students. We also offer flexible classes that fit your busy schedule. If face-to-face classes aren’t a good fit, we offer the program in an online format so that you can take classes when it’s convenient for you. If you choose our face-to-face option, our class sizes are small and the environment is friendly, making you more comfortable.

Program Overview

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: www.southeast.edu/transfer-information.

Getting your associate degree in business communication at SCC is a great way to start your path to completing your bachelor’s degree at Concordia University, Nebraska. As a former instructor at SCC, I am confident the requirements of the SCC courses will prepare you for completing your bachelor’s degree at Concordia. An associate degree through SCC is a first step to becoming a Concordia graduate and joining the Bulldog family. Go Bulldogs!

- Todd Johnson, Assistant Professor of Business Administration, Concordia University, Nebraska
**Special Program Requirements**

Students who wish to pursue their education in Accounting must complete the regular SCC admission requirements, and all prerequisite courses must have a grade of "C" or higher to continue through the program.

### A.A. Business Communications - Suggested Courses

**Credit Hours Required for Graduation: 60.0 Credits**

#### Written Communications
- **6.0 Credits**
  - **ENGL1010 English Composition I** 3.0
  - **ENGL1020 English Composition II** 3.0
  - **OFFT2120 Business Communications Strategies** 3.0

#### Speech Communications
- **5.0 Credits**
  - **SPCH1090 Fundamentals of Human Communication** 3.0
  - **SPCH1110 Public Speaking** 3.0
  - **SPCH2810 Business & Professional Communication** 3.0

#### Mathematics/Logic
- **5.0 Credits**
  - **MATH1150 College Algebra** 3.0
  - **MATH1200 Trigonometry** 3.0
  - **MATH1300 Pre-Calculus** 3.0
  - **MATH1400 Applied Calculus** 3.0
  - **MATH2460 Microbiology** 4.0

#### Natural Science with Lab
- **7.0 Credits**
  - Take two of the following, including one lab course (4.0 or 5.0 hrs):
    - **BIO1010 General Biology** 4.0
    - **BIO1030 Environmental Biology** 3.0
    - **BIO1090 General Botany** 4.0
    - **BIO1120 Introduction to Zoology** 4.0
    - **BIO1140 Human Anatomy** 4.0
    - **BIO1200 Trigonometry** 4.0
    - **BIO1400 Human Anatomy & Physiology I** 4.0
    - **BIO1420 Microbiology** 4.0
    - **BIO2200 Intro to Biotechnology I** 4.0
    - **CHEM1010 General Chemistry I** 3.0
    - **CHEM1090 General Chemistry II** 3.0
    - **CHEM2550 Biological Organic Chemistry** 3.0
    - **FSDT1350 Basic Nutrition** 3.0
    - **GEOG1010 Physical Geography** 4.0
    - **GEOG1100 Earth Systems** 4.0
    - **GEOG1200 Environmental Geology** 3.0
    - **PHYS1030 Astronomy** 4.0
    - **PHYS1100 Physical Science** 4.0
    - **PHYS1150 Geology** 3.0
    - **PHYS1210 Environmental Geology** 3.0
    - **PSY2210 General Physics I** 5.0
    - **PSY2220 General Physics II** 5.0
    - **PSY2230 Brain & Behavior** 3.0

**Credits: 18.0 - 21.0 Credits**

**Humanities: 9.0 Credits Total**

Choose three courses from at least two different groups:

**Group 1: Literature/Journalism/Philosophy:**
- **ENGL2050 Modern Fiction** 3.0
- **ENGL2100 Introduction to Literature** 3.0
- **ENGL2150 Introduction to Shakespeare** 3.0
- **ENGL2160 Children’s Literature** 3.0
- **ENGL2200 Science Fiction Literature** 3.0
- **ENGL2310 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 Latin/Hispanic 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/ RELS2610** 3.0

**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
- **ARTS1350 Beginning Ceramics I** 3.0
- **ARTS2510 Contemporary Arts & Ideas** 3.0
- **ARTS2650 Native American Art** 3.0
- **ARTS2750 Women in Art** 3.0
- **ARTS2850 History of Photography** 3.0
- **ARTS2900 Introduction to Creative Writing** 3.0
- **ENGL2520 Fiction Writing** 3.0
- **ENGL2530 Poetry Writing** 3.0
- **HUMS1100 Introduction to the Humanities** 3.0
- **HUMS2100 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
- **THEA1851 Theatre Practicum** 3.0
- **THEA2130 Film Appreciation** 3.0

**Group 3: Language**

- **1010 Beginning Language I** (Chinese, German or Spanish) 3.0
- **1020 Beginning Language II** (Chinese, German or Spanish) 3.0
- **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

**Social Sciences: 9.0 Credits**

Choose three courses based on transfer college’s requirements:

**Economics/Political Science:**
- **ECON2110 Macroeconomics** 3.0
- **ECON2120 Microeconomics** 3.0

**Anthropology/Psychology/Sociology:**
- **ANTH1020 Intro to Cultural Anthropology** 3.0
- **ANTH1120 General Anthropology** 3.0
- **POLS1000 American Government** 3.0
- **PSYC1250 Interpersonal Relations** 3.0
- **PSYC1810 Introduction to Psychology** 3.0
- **PSYC2880 Social Psychology** 3.0
- **PSYC2960 Lifespan Human Development** 3.0
- **SOCI1010 Introduction to Sociology** 3.0
- **SOCI1200 Diversity in Society** 3.0
- **SOCI2150 Issues of Unity & Diversity** 3.0

**Geography/History:**
- **GEOG1000 Exploring Our World: Fund of Geo Sci** 3.0
- **GEOG1400 Human Geography** 3.0
- **GEOG2400 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** 3.0
- **HIST2960 Survey of African American History** 3.0

**Culture & Gender Studies:**
- **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/Hispanic American Literature** 3.0
- **ENGL2470 Asian American Literature** 3.0
- **GEOG1400 World Regional Geography** 3.0
- **GEOG1420 Human Geography** 3.0
- **GEOG2400 World Regional Geography** 3.0
- **GLST2980 Global Studies** 3.0
- **HIST2010 World History to 1500 CE** 3.0
- **HIST2110 World History since 1500** 3.0
- **HIST2960 Survey of African American History** 3.0
- **MUSC2800 Introduction to World Music** 3.0
- **PHEL1000 Lifetime Wellness** 3.0
- **PHIL2610/ RELS2610** 3.0
- **POLI1600 International Relations** 3.0
- **SOC1020 Diversity in Society** 3.0
- **SOC1020 Women in Contemporary Society** 3.0
- **SOC1200 Social Problems** 3.0
- **SOC2150 Issues of Unity & Diversity** 3.0
- **SPCH2110 Intercultural Communication** 3.0

**Electives: (Minimum of 18 hours; must have minimum of 60 hours to graduate)**

**NOTE:** The following courses are standard requirements for business majors at many, but not all, four-year schools. Schedule an appointment with an advisor to see which of these courses will apply to your business major at your 4-year school.

**ACCT2100 Principles of Accounting I (Required)** 3.0
**BSAD2520 Principles of Marketing (Required)** 3.0
**OFFT2120 Business Communication Strategies** 3.0

**NOTES:** Cannot receive credit for CHEM1050 and CHEM1090. Credit cannot be received for more than one of these: PHYS1210, 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.