

- Business
- Accounting
- Business Communication
- Bookkeeping



SCC's Business department offers a variety of program options to meet students' goals! Students learn the mechanics of business through classes in fundamentals such as accounting, entrepreneurship, marketing, and management and delve into more specialized topics. Students find ways to solve problems using data, and they develop communication and managerial skills. Whether students plan to enter to workforce immediately or prepare to transfer to a four-year college or university, graduates leave SCC prepared for their next step. Graduates are prepared to make an immediate impact in an organization and to be professional, well-prepared employees.

Graduates enter a wide range of possible career paths. Accounting, finance, human resources, marketing, sales, public relations, consulting, small-business owner, and technology are just a few options. Students may also go on to pursue an advanced degree in business. Students will learn skills applicable to the business world in which we live. These skills apply not only on the supplier/seller aspect of the economy, but also how to be smarter consumers. Concepts such as improving credit scores, calculating cost per unit, time value of money and exploring the insurance world ensure students make the most well-informed financial decisions throughout their lives.

Program Contact Information

Jonah Jordening, Program Chair - Beatrice

402-228-8281, 800-233-5027 ext. 8281

✉ jjordening@southeast.edu**Beth Deinert, Program Chair- Lincoln**

402-437-2415, 800-642-4075 ext. 2415

✉ bdeinert@southeast.edu**Linda Hartman, Program Chair - Lincoln**

402-437-2433, 800-642-4075 ext. 2433

✉ lhartman@southeast.edu**Tammie Lang, Program Chair- Milford**

402-761-8465, 800-933-7223 ext. 8465

✉ tlang@southeast.edu

The SCC Experience

- » SCC's Business department programs are flexible to meet student needs! Students are able to focus their education based on their goals and can take classes in person during the day or evening or online.
- » Courses are taught in small-class sizes with hands-on learning. Classroom technology allows students to utilize real-world computer applications for a variety of projects. Real-world application is also brought to the classroom through simulations, current event discussions, and guest speakers.
- » SCC is committed to student success! Students benefit from free tutoring in accounting, economics, Microsoft applications, math, and English.
- » The Business program works very closely with several four-year colleges and universities to ensure that SCC business students are well prepared to transfer. Business students work with SCC college and program advisors so that they are on the right path toward their educational and professional goals.
- » The Associate of Applied Science degree is accredited by the Accreditation Council for Business Schools and Programs, the gold standard for business education both nationally and internationally. SCC students receive the best business education available and are taught by faculty with many years of industry experience.
- » If you see yourself starting your own business, the SCC Entrepreneurship Center offers a variety of services for students and the general public, including networking opportunities and business coaching. Visit southeast.edu/entrepreneurship for more information.



The mission of Southeast Community College's Business program is to prepare diverse learners for lifelong career opportunities.

Program	Credential	Location	Hours Required to Graduate	Resident cost*	Non-Resident cost*	Starting Term(s)	Number of Semesters Required - Full Time	Is Summer Term Required for Full Time?	Can the Program be Completed Entirely Online?	Part-Time Option	Number of Semesters Required - Part Time	Is Summer Term Required for Part Time?	Typical Class Schedule
Bookkeeping	Certificate	Beatrice, Lincoln Milford, Online	15	\$2,225	\$2,570	Fall, Spring, Summer	1-2	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Business	Certificate	Beatrice, Lincoln Milford, Online	15	\$2,225	\$2,570	Fall, Spring, Summer	1-2	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Bookkeeping	Diploma	Beatrice, Lincoln Milford, Online	31	\$4,627	\$5,278	Fall, Spring, Summer	2-3	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Business	Diploma	Beatrice, Lincoln Milford, Online	31	\$4,627	\$5,278	Fall, Spring, Summer	2-3	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Business	Associate of Applied Science	Beatrice, Lincoln Milford, Online	61	\$9,137	\$10,418	Fall, Spring, Summer	4	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Accounting	Associate of Arts	Beatrice, Lincoln Milford, Online	62	\$9,254	\$10,556	Fall, Spring, Summer	4	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Business	Associate of Arts	Beatrice, Lincoln Milford, Online	62	\$9,254	\$10,556	Fall, Spring, Summer	4	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.
Business Communication	Associate of Arts	Beatrice, Lincoln Milford, Online	62	\$9,254	\$10,556	Fall, Spring, Summer	4	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	No	Varies with morning, afternoon, evening, online and hybrid options available.

*Listed program costs are approximate and subject to change based on market price of books, supplies, tools, uniforms, etc. Estimated costs include tuition, fees, books, supplies, tools, uniforms, etc.

Program	Credential	What do students learn in the program?	What do students earn?	Career Opportunities	Are graduates prepared for/to complete exams for specific credentials/licensing/certifications at the end of the program?	Required Tools, Supplies, and Uniforms
Bookkeeping	Certificate	Students will learn bookkeeping skills by completing courses in accounting, individual income tax preparation, and computerized accounting. Students will also develop skills in Microsoft Office products.	New program. No salary data available.	Entry-Level Bookkeeper	N/A	A personal computer is helpful, but not required.
Business	Certificate	Students have the option to select from one of four options: Business, Client Relations, Entrepreneurship, or Event-Venue Operations Management. Students will gain insights, skills, and knowledge in the focus area they choose. Courses are specific to each focus area.	Varies by position	Business Certificate: Entry-Level Management Client Relations Certificate: Call Center, Customer Service, Sales, Marketing Entrepreneurship Certificate: Small Business Owner Event-Venue Operations Management Certificate: Event Planner, Venue Operations, Marketing	N/A	A personal computer is helpful, but not required.
Bookkeeping	Diploma	Students gain basic accounting, business, employment, and computer application skills.	New program. No salary data available.	Bookkeeping Option: Small-Business Owner, Entry-Level Bookkeeper, Tax and Payroll positions	N/A	A personal computer is helpful, but not required.
Business	Diploma	Students gain basic accounting, business, employment, and computer application skills.	Varies by position	Business Option: Small-Business Owner, Entry-Level Sales, Marketing, or Management positions	N/A	A personal computer is helpful, but not required.
Business	Associate of Applied Science	Students complete a core of accounting and business courses to give them a solid foundation. Students then select business-, accounting-, marketing-, management-, economic-, entrepreneurship-, event-venue operations-, or insurance/banking-related electives to support their goals.	\$17.85 per hour; \$37,128 annually	Account Specialist Accounting Manager/HR Designee Billing Specialist Customer Support Specialist General Manager Office Accountant Manager Procurement Contracts Officer Real Estate Marketing & Service Rep Social Media/Influencer Transaction Coordinator	MOS (Microsoft Office Specialist) Certificate (optional)	A personal computer is helpful, but not required.
Accounting	Associate of Arts	Students will work closely with their advisor to select courses that fulfill the requirements at a four-year college or university. Students will learn about accounting principles and practices, including balance sheets, cash flow, income and equity, financial statements, payroll, income tax preparation, and accounting software. Additionally, students will complete general education requirements preparing them for transfer to another institution.	Varies by position, but most students transfer to a four-year college or university.	Students are prepared to transfer to a four-year college or university. SCC partners with local colleges and universities, including: - University of Nebraska Omaha - Nebraska Wesleyan University - Doane University – Lincoln - Peru State College - Bellevue University Students with an Associate of Arts in Accounting are qualified to work in entry-level accounting positions.	Students are prepared to transfer to a four-year college or university.	A personal computer is helpful, but not required.
Business	Associate of Arts	Students will work closely with their advisor to select courses that fulfill the requirements at a four-year college or university. Students complete a core set of courses to equip them with introductory knowledge in general business areas prior to taking upper-level business coursework at another institution. Additionally, students will complete general education requirements preparing them for transfer.	Salary information is not available for programs intended to transfer.	Students are prepared to transfer to a four-year college or university. SCC partners with local colleges and universities, including: - University of Nebraska - Lincoln - University of Nebraska Omaha - Nebraska Wesleyan University - Doane University – Lincoln - Peru State College - Bellevue University	Students are prepared to transfer to a four-year college or university.	A personal computer is helpful, but not required.
Business Communication	Associate of Arts	Students will work closely with their advisor to select courses that fulfill the requirements at a four-year college or university. Students complete a core set of courses to equip them with introductory knowledge in general business areas prior to taking upper-level business coursework at another institution. Additionally, students will complete general education requirements preparing them for transfer.	Salary information is not available for programs intended to transfer.	Students are prepared to transfer to a four-year college or university. SCC partners with local colleges and universities, including: - University of Nebraska at Omaha - Nebraska Wesleyan University - Doane University – Lincoln - Peru State College - Bellevue University	Students are prepared to transfer to a four-year college or university.	A personal computer is helpful, but not required.

SCC Business Program Associate degrees



Associate of Applied Science in Business

SCC 2 years = \$ work

ASSOC. APPLIED SCIENCE BUSINESS

Intro to Business
Microsoft Apps. II
Business Law
Business Ethics
Princ. of Mgmt.
Career Transitions
4 Add'l BSAD electives

BUSINESS CORE

ASSOCIATE OF APPLIED SCIENCE DEGREE
OR
ASSOCIATE OF ARTS DEGREE

Success@SCC
English Comp. I
College Algebra
Bus. Comm. Strategies
Principles of Acct. I
Macroeconomics
Oral Communication

Electives:
Principles of Acct. II
Microeconomics
Microsoft Apps. (AAS required)
Personal Finance (AAS required)

The Associate of Applied Science (AAS) degree is designed as a well-rounded education, to prepare students to enter the workforce right after graduation. It includes math, speech and English requirements.

The Associate of Arts (AA) degree is designed to transfer.

Associate of Arts in Business

SCC 2 years = ↻ transfer
(UNL Business requires Calculus.)

ASSOC. ARTS BUSINESS

Principles of Acct. II
Applied Statistics
4 BSAD electives
1 Add'l Humanities
1 Add'l Social Science

TRANSFER CORE ASSOCIATE OF ARTS DEGREE IN ACCT, BSAD, OR BCOM

Success@SCC
Principles of Acct. I
Macroeconomics
Microeconomics
Oral Communication
2 Written Communication
2 Science
Culture & Gender Studies
2 Humanities
College Algebra (or higher)

The Associate of Arts (AA) degree is designed to allow students to complete general education requirements and transfer their credits toward a bachelor's degree at a four-year institution. It includes humanities, culture, science, etc.

ASSOC. ARTS ACCOUNTING

Principles of Acct. II
Applied Statistics
4 ACCT electives
1 Add'l BSAD/ACCT

Associate of Arts in Accounting

SCC 2 years = \$ work
or ↻ transfer
(Not recommended for transfer to UNL or UNK.)

ASSOC. ARTS BUSINESS COMM.

Bus. Comm. Strat.
Prin. of Marketing
4 BSAD electives
1 Add'l Humanities
1 Add'l Social Science

Associate of Arts in Business Communication

SCC 2 years = ↻ transfer





Personality + Career

SCC Accounting, Business, and Business Communication students are self-starters, have a positive attitude, are team players, and have strong interpersonal skills. Strong written communication and problem-solving skills are also important.



Scan this code to access the accounting course listing



Scan this code to access the business and bookkeeping course listing



Scan this code to access the business communication course listing

» Your Next Steps to Choose SCC

- ▶ Schedule a Campus Visit - southeast.edu/visit
- ▶ Explore career options with an Admissions Counselor - southeast.edu/admissionsadvising
- ▶ Apply - southeast.edu/applynow

» Paying for SCC

- ▶ Free Application for Federal Student Aid (FAFSA) - studentaid.gov/h/apply-for-aid/fafsa
- ▶ Scholarships - southeast.edu/scholarships
- ▶ Payment Plan - mycollegepaymentplan.com/southeast
- ▶ Veteran Education Benefits - southeast.edu/veterans-services
- ▶ GAP Assistance Program - southeast.edu/gap
- ▶ Children of State Teammate Tuition Reimbursement Program - southeast.edu/children-of-state-teammate-tuition-reimbursement-program

For detailed information, please visit the program's webpage

- ▶ southeast.edu/accounting
- ▶ southeast.edu/business
- ▶ southeast.edu/businesscommunication

Contact Admissions to get started!

402-437-2600, 800-642-4075 ext. 2600

✉ admissions@southeast.edu