



BUSINESS ADMINISTRATION

Associate of Applied Science Degree
Diploma
Certificate

BEATRICE, LINCOLN, AND MILFORD CAMPUSES

AND ONLINE

www.southeast.edu/BusinessAdmin



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



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.



For more information contact:

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Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600
Milford 402-761-8243, 800-933-7223 ext. 8243

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

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu. This publication should not be considered a contract between SCC and any prospective student. SCC's Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice. A0708 - BSAD (06/17)

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.

A.A.S. Business Administration Core Courses:

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1090	Business Law I	4.5
ENGL1110	~Business Communications or	
OFFT2120	*Business Communication Strategies	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques or	
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.

A.A.S. General Education Requirements:

Oral Communications	4.5
SPCH1090	Fundamentals of Human Communication or
SPCH1110	Public Speaking or
SPCH2810	Business & Professional Communication
Written Communications	4.5
ENGL1010	~English Composition I
Mathematics	4.5
MATH1040	Business Math (or higher)
Social Science	4.5
ECON1200	Personal Finance (or other approved social science)
Computer Technology	4.5
BSAD1010	Microsoft Applications I
Total General Education 22.5	

"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.)

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

Course #	Course title	Credit hrs
Accounting		
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
BSAD2365	Leadership Practicum	5.0
BSAD2901	*Cooperative Experience or	
BSAD2900	*Internship	4.5
Business Management and Other		
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 social science)	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	4.5
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 OFFT1010, OFFT1020, OFFT1310, INFO1005 or INFO1010.

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

Business Administration Diploma:

The diploma in Business Administration 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	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	
BSAD2155	Career Transition and Management Strategies	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		9.0
		Total: 45.0 hours

Business Administration 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 Administration.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I or	
OFFT1310	Office Accounting	4.5
BSAD1050	Introduction to Business	4.5
BSAD2155	Career Transition and Management Strategies or	
BSAD2540	Principles of Management	4.5
ENGL1110	Business Communications	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		9.0
		Total: 27.0 hours

Client Relations 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	4.5
BSAD1070	Customer Service	4.5
ENGL1110	~Business Communications	4.5
BSAD2270	Professional Selling	4.5
PSYC1250	Interpersonal Relations	4.5
SPCH1090	Fundamentals of Human Communication or	
SPCH2810	Business & Professional Communication	4.5
		Total: 27.0 hours

Entrepreneurship 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	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
Take 2 of the following 3 classes:		
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
ADVISOR APPROVED GENERAL EDUCATION COURSE		4.5
		Total: 27.0 hours

Event-Venue Operations Management 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	4.5
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
SPCH2810	Business and Professional Communication	4.5
		Total: 27.0 hours

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

BUSINESS STUDENT GROUPS

Kappa Beta Delta
Lincoln Campus
Business Honorary

Phi Beta Lambda
Beatrice & Milford
College FBLA



What business students say!

“It was a good program with ready-to-help staff.”

“I would have to say that my overall experience at SCC was challenging and rewarding.”

“I really love how the teachers actually care about the students and want them to succeed.”



“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 would have never thought I would be able to 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



Estimated Expenses

To determine overall costs, students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

Nebraska Resident tuition rate is \$65.50 per credit hour. Out-of-state tuition rate is \$79.50 per credit hour. Student fee is \$2 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.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Approx. 7 quarters to complete (13.5 credit hrs/qtr)	
Average per quarter	\$1,304
Tuition & Fees	6,379
Books	2,743
Total Estimate	\$9,122

DIPLOMA

45 credit hours to graduate	
Approx. 4 quarters to complete (9-13.5 credit hrs/qtr)	
Average per quarter	\$1,076
Tuition & Fees	3,038
Books	1,264
Total Estimate	\$4,302

CERTIFICATE

27 credit hours to graduate	
Approx. 2 quarters to complete (13.5 credit hrs/qtr)	
Average per quarter	\$1,355
Tuition & Fees	1,823
Books	887
Total Estimate	\$2,710

CLIENT RELATIONS CERTIFICATE

27 credit hours to graduate	
Approx. 2 quarters to complete (13.5 credit hrs/qtr)	
Average per quarter	\$1,355
Tuition & Fees	1,823
Books	887
Total Estimate	\$2,710

ENTREPRENEURSHIP CERTIFICATE

27 credit hours to graduate	
Approx. 2 quarters to complete (13.5 credit hrs/qtr)	
Average per quarter	\$1,132
Tuition & Fees	1,823
Books	\$440
Total Estimate	\$2,263

EVENT-VENUE OPERATIONS CERTIFICATE

27 credit hours to graduate	
Approx. 2 quarters to complete (13.5 credit hrs/qtr)	
Average per quarter	\$1,210
Tuition & Fees	1,823
Books	\$596
Total Estimate	\$2,419

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 what to learn about since they are able to select many of their classes as business electives.

Examples of Business Classes

Accounting	Economics	Entrepreneurship	Marketing	Finance/ Insurance
Accounting I & II	Macroeconomics	Feasibility Study	Marketing Communications	Banking
Payroll	Microeconomics	Global Entrepreneurship	E-commerce	Investments
Cost	Personal Finance	Business Plan	Event Marketing	Insurance I & II
Intermediate				