

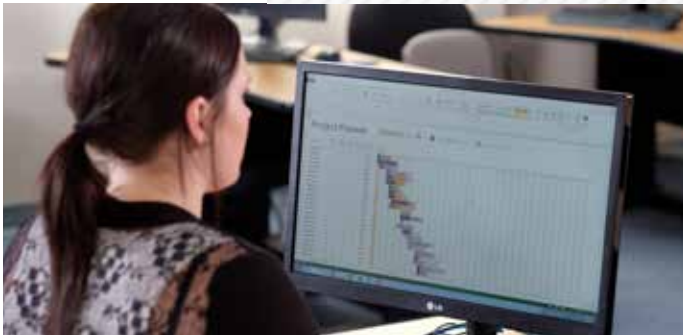


BUSINESS ADMINISTRATION

Associate of Applied Science Degree
Diploma
Certificate

www.southeast.edu/BusinessAdmin

BEATRICE, LINCOLN AND MILFORD CAMPUSES
AND ONLINE



This popular 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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Graduate earnings

Recent graduates report an average starting wage of \$13.85 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

or the College Admissions Office
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

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 (06/16)

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.

* Course has prerequisite.

~ Required competency must be met before taking course.

A.A.S. Degree 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

A.A.S. Degree 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	
		22.5 hours

A.A.S. Degree 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 – To provide practical skills required for entry-level accounting positions.		
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 – To provide practical skills required for computing on the job.		
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 – To develop skills in business marketing.

BSAD1070	Customer Service	4.5
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 – To develop skills needed to start a career and keep a job.

BSAD2155	Career Transition and Management Strategies	4.5
BSAD2365	Leadership Practicum	5.0
BSAD2901	*Cooperative Experience or	
BSAD2900	*Internship	5.0

Business Management and Other – To complement other business courses and learn more about management, business law, or sustainability.

BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD1100	*Business Law II	4.5
BSAD2800	Introduction to Sustainability (Lincoln/Milford)	4.5

Economics – To allow students to learn more in-depth economic principles.

ECON1200	Personal Finance (if not taken as social science)	4.5
ECON2120	Principles of Microeconomics	4.5

Entrepreneurship – To gain a realistic understanding of what is expected as an entrepreneur and gain working knowledge as well as hands-on skills necessary for success in any venture.

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 – To gain an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and 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 – To introduce students to the insurance and banking industry, including the products offered, claims, and many areas of the insurance and financial services industry.

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 emp.)	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.

Approved Business Electives	31.5 hours
Total A.A.S. Degree	94.5 hours

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.

Diploma Core Courses:

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 or	
OFFT2120	*Business Communication Strategies	4.5
OFFT2000	*Employment Techniques or	
BSAD2155	Career Transition and Management Strategies	4.5
ADVISOR APPROVED ELECTIVES:		9.0
(ACCT, BSAD, ECON, ENTR, FINA, INSU)		
		45.0 hours

Diploma General Education Requirements:

Written Communications	4.5
ENGL1010 ~English Composition I	
Mathematics	4.5
	9.0 hours
Total: 54.0 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.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I or	
OFFT1310	Office Accounting	4.5
BSAD1050	Introduction to Business	4.5
BSAD1070	Customer Service	4.5
BSAD2155	Career Transition and Management Strategies or	
BSAD2540	Principles of Management	4.5
MATH1040	Business Math (or higher)	4.5
ENGL1110	Business Communications or	
OFFT2120	Business Communication Strategies	4.5
ADVISOR APPROVED ELECTIVES:		9.0
(ACCT, BSAD, ECON, ENTR, FINA, INSU)		
		Total: 36.0 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
OFFT1160	*Keyboarding III	4.5
BSAD1010	Microsoft Applications I	4.5
BSAD1070	Customer Service	4.5
ENGL1110	~Business Communications	4.5
BSAD2270	Professional Selling	4.5
PSYC1250	Interpersonal Relations or	
PHIL2990	Practical Reasoning	4.5
SPCH1090	Fundamentals of Human Communication or	
SPCH2810	Business & Professional Communication	4.5
MATH1040	Business Math (or higher)	4.5
		Total: 36.0 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
BSAD2540	Principles of Management	4.5
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
ADVISOR APPROVED GENERAL EDUCATION COURSE		4.5
		Total: 36.0 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
BSAD1070	Customer Service	4.5
BSAD2480	Event Marketing	4.5
ENTR1050	Introduction to Entrepreneurship	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: 36.0 hours

BUSINESS STUDENT GROUPS

Kappa Beta Delta
Lincoln Campus
Business Honorary

SCC Enactus
Lincoln Campus
Entrepreneurial Activities

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 gave me the chance to explore different career paths and allowed me to find what I was truly passionate about. Because of SCC, transitioning to Doane is an easy process, with a majority of my classes out of the way.”

- Hope Wonder



“Winning the Andrew V. Stevenson merit scholarship was truly an honor. Recognized for hard work and determination is motivation to work even harder and stay true to my goals.”

-Nathan Laushman

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 \$61.50 per credit hour. Out-of-state tuition rate is \$75.50 per credit hour.

Student fee is \$1.50 per credit hour. Graduation fee is \$25.

Housing is available at Beatrice and Milford campuses only. Quarterly tuition, books and fees are dependent upon classes taken.

ASSOCIATE OF APPLIED SCIENCE DEGREE

94.5 credit hours to graduate

Approx. 5 quarters to complete (18 credit hrs/qtr)

Average per quarter \$1,829

Tuition & Fees 5,954

Books 3,191

Total Estimate \$9,145

Approx. 7 quarters to complete (13.5 credit hrs/qtr)

Average per quarter \$1,307

Tuition & Fees 5,954

Books 3,191

Total Estimate \$9,145

DIPLOMA

54 credit hours to graduate

Approx. 4 quarters to complete (13.5 credit hrs/qtr)

Average per quarter \$1,290

Tuition & Fees 3,402

Books 1,756

Total Estimate \$5,158

CERTIFICATE

36 credit hours to graduate

Approx. 2 quarters to complete (18 credit hrs/qtr)

Average per quarter \$1,717

Tuition & Fees 2,268

Books 1,166

Total Estimate \$3,434

CLIENT RELATIONS CERTIFICATE

36 credit hours to graduate

Approx. 2 quarters to complete (18 credit hrs/qtr)

Average per quarter \$1,802

Tuition & Fees \$2,268

Books \$1,335

Total Estimate \$3,603

ENTREPRENEURSHIP CERTIFICATE

36 credit hours to graduate

Approx. 2 quarters to complete (18 credit hrs/qtr)

Average per quarter \$1,438

Tuition & Fees \$2,268

Books \$608

Total Estimate \$2,876

EVENT-VENUE OPERATIONS CERTIFICATE

36 credit hours to graduate

Approx. 2 quarters to complete (18 credit hrs/qtr)

Average per quarter \$1,551

Tuition & Fees \$2,268

Books \$834

Total Estimate \$3,102

The Andrew V. Stevenson merit scholarships are awarded on recommendation by Kappa Beta Delta International, the two-year honor society. The scholarship committee seeks to recognize students who demonstrate dedication and perseverance to excel in their academic and personal lives.

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				