

# Business Options

- Business
- Accounting
- Bookkeeping
- Client Relations
- Entrepreneurship
- Event-Venue Operations Management
- Operations & Service Management (NEW)



*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 management 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.*

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### Program Contact Information

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# 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, 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 Business Program utilizes Workforce Leadership Teams in Accounting and General Business to inform program changes and stay current with employer needs.
- » 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 the Focus Suites for more information.
- » The Business 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.



Program	Credential	Location	Credit Hours	Tuition/Fees*	Books/Fees/Supplies	Total 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	16	R- \$1,968 NR- \$2,304	\$500	R- \$2,468 NR- \$2,804	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	16	R- \$1,968 NR- \$2,304	\$500	R- \$2,468 NR- \$2,804	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.
Client Relations	Certificate	Beatrice, Lincoln Milford, Online	16	R- \$1,968 NR- \$2,304	\$500	R- \$2,468 NR- \$2,804	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.
Entrepreneurship	Certificate	Beatrice, Lincoln Milford, Online	16	R- \$1,968 NR- \$2,304	\$500	R- \$2,468 NR- \$2,804	Fall, Spring, Summer	1-2	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	Yes	Varies with morning, afternoon, evening, online and hybrid options available.
Event-Venue Operations Management	Certificate	Beatrice, Lincoln Milford, Online	16	R- \$1,968 NR- \$2,304	\$500	R- \$2,468 NR- \$2,804	Fall, Spring, Summer	1-2	Optional	Yes	Complete at your own pace.	Dependent on student's pace.	Yes	Varies with morning, afternoon, evening, online and hybrid options available.
Bookkeeping	Diploma	Beatrice, Lincoln Milford, Online	31	R- \$3,813 NR- \$4,464	\$1,000	R- \$4,813 NR- \$5,464	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	R - \$3,751 NR - \$4,402	\$1,000	R - \$4,751 NR - \$5,402	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	R- \$7,503 NR- \$8,784	\$2,000	R- \$9,503 NR- \$10,784	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.
Operations & Service Management (NEW)	Associate of Applied Science	Beatrice, Lincoln Milford, Online	60	R- \$7,380 NR- \$8,640	\$2,000**	R- \$9,380 NR- \$10,640	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	R- \$7,626 NR- \$8,928	\$2,400	R- \$10,026 NR- \$11,328	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	R- \$7,626 NR- \$8,928	\$2,400	R- \$10,026 NR- \$11,328	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.

\*R=Resident, NR=Non-resident. Costs listed are estimates and are subject to change based on the market price of books, supplies, tools, uniforms, etc. Estimated costs also include tuition and fees. Additionally, days/times of week for class, lab, clinical/practicum are subject to change based on curriculum, facilities, instructor, and site availability. Actual program schedules will be provided prior to each enrolled term.  
 \*\*Costs are dependent on the technical courses that students select to meet program requirements.

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.	No salary data available.	Entry-Level Bookkeeper	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
Business	Certificate	This certificate is designed to demonstrate the basic core skill sets of a business professional. Students learn the basics of large and small business operations including management, accounting, business correspondence, and business elective of their choice to customized the credential. 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.	Varies by position	Entry-Level Management	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
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 in client relations. Students will learn effective communication skills, professional selling, and customer service essentials.	No salary data available.	Call Center, Customer Service, Sales, Marketing	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
Entrepreneurship	Certificate	This certificate is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture. Through the courses in this credential, students will have an overview of business ownership, explore business legal issues for a start-up, conduct a feasibility analysis, and create customized marketing and business plans.	No salary data available.	Small Business Owner	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
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.	No salary data available.	Event Planner, Venue Operations, Marketing	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
Bookkeeping	Diploma	Students gain a core business knowledge and skills related to accounting, business, ethics, and computer applications skills.	No salary data available.	Small-Business Owner, Entry-Level Bookkeeper, Tax and Payroll positions	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
Business	Diploma	Provides a foundation for business that help students achieve career goals. Students gain a basic accounting, business, ethics, and computer application skills.	Varies by position	Small-Business Owner, Entry-Level Sales, Marketing, or Management positions	N/A	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
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.	\$20.55 per hour; \$42,744 annually	<ul style="list-style-type: none"> <li>• Account Specialist</li> <li>• Accounting Manager/HR Designee</li> <li>• Billing Specialist</li> <li>• Customer Support Specialist</li> <li>• General Manager Office Accountant</li> <li>• Manager</li> <li>• Procurement Contracts Officer</li> <li>• Real Estate Marketing &amp; Service Rep</li> <li>• Social Media/Influencer</li> <li>• Transaction Coordinator</li> <li>• *Many other career options depending on interests</li> </ul>	MOS (Microsoft Office Specialist) Certificate (optional)	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
Operations and Service Management (NEW)	Associate of Applied Science	This program prepares individuals to manage and direct the physical, technical, and operational functions of an organization, particularly those relating to production systems, plant service and management, equipment maintenance management, production control, industrial labor relations, skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis, cost control, and materials planning. While this program includes different types of business courses, it ultimately focuses on operations and service and as such are more applicable to advancing careers in technology, trades, industry, and/or manufacturing.	New credential. No salary data available.	<ul style="list-style-type: none"> <li>• Service Manager</li> <li>• Shop Manager</li> <li>• Construction Manager</li> <li>• Buyer</li> <li>• Project Manager</li> <li>• Operations Officer</li> </ul>	N/A	Required Tools, Supplies, and Uniforms will vary depending on which Career & Technical Education Courses students choose.
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.	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: <ul style="list-style-type: none"> <li>- University of Nebraska Omaha</li> <li>- Nebraska Wesleyan University</li> <li>- Doane University – Lincoln</li> <li>- Peru State College</li> <li>- Bellevue University</li> </ul> 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.	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.
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: <ul style="list-style-type: none"> <li>- University of Nebraska - Lincoln</li> <li>- University of Nebraska Omaha</li> <li>- Nebraska Wesleyan University</li> <li>- Doane University – Lincoln</li> <li>- Peru State College</li> <li>- Bellevue University</li> </ul>	Students are prepared to transfer to a four-year college or university.	Windows-based Operating System is strongly encouraged. Computer labs are available for student who do not have Windows OS.

# DEGREE OPTIONS

## 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
  - Microsoft Apps. I
  - Oral Communication
- Electives:
- Principles of Acct. II
  - Microeconomics
  - 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 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

## Associate of Arts in Business

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

### ASSOC. ARTS BUSINESS

- 3 BSAD electives
- 1 Add'l Humanity
- 1 Add'l Social Science

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.

## TRANSFER CORE

### ASSOCIATE OF ARTS DEGREE IN ACCT or BSAD

- Success@SCC
- Microsoft App I
- Principles of Acct. I
- Principles of Acct. II
- Macroeconomics
- Microeconomics
- College Algebra (or higher)
- Applied Statistics
- Science
- Additional Math or Science
- Oral Communication
- 2 Written Communication
- Culture & Gender Studies
- 2 Humanities

## Associate of Arts in Accounting

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

### ASSOC. ARTS ACCOUNTING

- 4 ACCT electives
- 1 Add'l BSAD/ACCT elective

## CERTIFICATE

- Bookkeeping
- Business
- Client Relations
- Entrepreneurship
- Event-Venue Operations Management



## DIPLOMA

- Bookkeeping
- Business



## ASSOCIATE OF APPLIED SCIENCE

- Business
- Operations & Service Management

## ASSOCIATE OF ARTS

- Accounting
- Business



Classes offered in Beatrice, Lincoln, Milford, and online.



# Personality + Career

SCC Accounting and Business 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.

## Mission Statement

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

## Vision Statement

The Business Program strives to be a leader in transforming education through technology, communication, and collaboration. Our faculty, staff, and administrators prioritize student success. We will advance learning opportunities through workforce leadership responsiveness, up-to-date engaging curriculum, and continuous improvement.

## Program Accreditation

The Business Associate of Applied Science degree and certificates (excluding bookkeeping certificate) are 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 2023 for 10 years. Several instructors at SCC have received the ACBSP Teaching Excellence Award for Region 5.



## Program Overview

SCC's Business program offers a variety of choices in which to study and earn an associate degree, diploma, or certificate.

The **Associate of Applied Science degree** in Business emphasizes important business concepts and real-world applications. Students choose from a variety of electives to customize their degree.

The **Associate of Applied Science in Operations & Service Management** is designed for individuals interested in building upon the basic skills, terminology, and processes used in one or more trades and advancing their knowledge and technical skills to lead operations, plant logistics, and the service industry.

For students not wanting to commit to a full Associate of Applied Science degree, students may consider a certificate and/or diploma. The Business program offers certificates in Bookkeeping, Business, Client Relations, Entrepreneurship, and Event-Venue Operations Management. The certificates allow students the opportunity to get customized training for their individual needs by completing 16 credit hours. Diplomas are offered in Bookkeeping and Business and require 31 credit hours.

The Business program offers stackable credentials for students interested in working their way towards an Associate of Applied Science degree in Business. The logical extension for each of the **Certificates and Diplomas** are as follows:

- Bookkeeping Certificate - Bookkeeping Diploma - Business A.A.S.
- Business Certificate - Business Diploma - Business A.A.S.
- Client Relations Certificate - Business A.A.S.
- Entrepreneurship Certificate - Business A.A.S.
- Event-Venue Operations Management Certificate - Business A.A.S.

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.

The program is available at the Beatrice, Lincoln, and Milford campuses and online. Contact Beatrice or Milford's program chair for information on scheduling at those campuses.



Scan this code to find out more about Accounting



Scan this code to find out more about Bookkeeping



Scan this code to find out more about Business degree options



Scan this code to find out more about the new Operations & Service Management program

## » Your Next Steps to Choose SCC

- ▶ Schedule a Campus Visit - [southeast.edu/visit](http://southeast.edu/visit)
- ▶ Explore career options with an Admissions Counselor - [southeast.edu/admissionsadvising](http://southeast.edu/admissionsadvising)
- ▶ Apply - [southeast.edu/applynow](http://southeast.edu/applynow)

## » Paying for SCC

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

A unique benefit Business students have is access to the Focus Suites in Lincoln. The **Focus Suites**, located at **285 S. 68th St. Place**, is a full-service resource hub for entrepreneurs in all stages of business development. Students are able to use the Focus Suites as a resource for an existing business, or as a new entrepreneur.

## Contact Admissions to get started!

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

✉ [admissions@southeast.edu](mailto:admissions@southeast.edu)