

# HEALTHCARE LEADERSHIP AAS DEGREE

Love the world of healthcare? Working in a healthcare leadership role, you can move forward into one of the nation's leading career fields. Learn excellent communication and human relations skills, management, customer service and critical thinking imperative for healthcare professionals. Just plug in your credits from a diploma program and move forward with your Healthcare Leadership degree and career advancement!

## CAREER OPPORTUNITIES

Healthcare Leadership professionals work in hospitals, clinics, and other healthcare facilities.

## CURRICULUM

### SEMESTER COURSE TITLE CREDITS

**Year 1:** Medical Technology credit hours completed: 32 credits minimum (*determined by transcripts from a postsecondary Health program*).

**Year 2:** Additional credits for AAS Degree listed below.

#### Fall

SPCM 101T	Fundamentals of Speech	3
MATH 115	College Math	3
PSYC 101T	General Psychology	3
HC 104	Multidisciplinary Health Team	3
BUS 217	Customer Service	3
TECH ELEC	Technical Elective*	3
		18

#### Spring

ENGL 101T	Composition ( <i>Prereq Placement Assessment</i> )	3
BUS 210	Supervisory Management	3
BUS 212	Human Resource Management	3
SOC	SOC 150T-Social Problems or SOC 250T-Marriage & the Family	3
TECH ELEC	Technical Elective*	3
		15

**TOTAL CREDITS: 33**

\*You can choose any courses from the suggested Technical Electives below. Please see your Program Advisor for other Technical Elective options.

BUS 140	Business Law I	3
BUS 209	Life and Health Insurance	3
BUS 220	Personal Finance	3
BUS 256	Ethical Decision Making	3
HIS 119	Computerized Health Systems	5
HIS 121	Insurance/Billing/Coding	3
HC 106	Certified Nursing Assistant	3

Students must complete 32 healthcare credits from an accredited diploma program prior to enrolling in Healthcare Leadership, totalling 65 credits collectively.

Students must earn a "C" or better for all Health Core and Business courses.



**THIS DEGREE IS ALSO  
OFFERED ONLINE!**



**GRADS CAN EARN UP TO  
\$30,000 A YEAR STARTING!**

### ESTIMATED TOTAL PROGRAM FEES

Tuition & Fees	\$14,300
Books & Supplies	\$1,375
Physical & Immunizations	\$100
Background Check & Drug Screen	\$110
<b>TOTAL</b>	<b>\$15,885*</b>

\* Price includes 32 credits from Year 1 diploma program

# FINANCIAL SERVICES: BANKING

## AAS DEGREE

Do you enjoy working with people in a comfortable environment? As a financial services expert, you'll focus on the business and management of money and credit. You'll work in credit unions, finance companies, commercial banks, insurance companies, investment firms, financial planning firms, credit card companies, and finance departments of businesses. You'll also have the opportunity to become licensed as real estate agents, insurance agents and satisfy prerequisites for investment licensures. The financial service industry provides ample opportunity for an immediate career with unlimited potential for advancement. This degree is a Bring Your Own Laptop (BYOL) program, meaning students may purchase a laptop on their own or from the Southeast Tech Support Center.

### CAREER OPPORTUNITIES

Customer Service Representative, Loan Processor, Personal Bank Representative, Compliance Representative, Investment Sales Associate.

### CURRICULUM

#### SEMESTER COURSE TITLE CREDITS

SEMESTER	COURSE TITLE	CREDITS		
<b>First</b>				
SSS 100	Student Success Seminar	2	BUS 235	Principles of Investments (Spring Only) 3
BUS 101	Introduction to Business	3	BUS 295	Financial Services Internship 3 (Prereq 2.0 CGPA, Dept. Approval)
ENGL 101T	Composition (Prereq Placement Assessment)	3	TECH ELEC	Technical Elective* 3
MATH 115	College Math (Prereq Placement Assessment)	3		15
ACCT 210	Principles of Accounting I	4		<b>TOTAL CREDITS: 68</b>
BUS 200	Principles of Banking	3		
		18		*Please see the back of this book for a list of technical electives.
<b>Second</b>				
ACCT 211	Principles of Accounting II (Prereq "C" or higher in ACCT 210)	4		Students must earn a "C" or higher for BUS 200, BUS 209, BUS 217, BUS 219, BUS 235, and BUS 276.
CIS 105	Introduction to Computers	3		Students entering a program in any semester other than outlined may not graduate in the expected amount of time.
SPCM 101T	Fundamentals of Speech	3		
PSYC 101T	General Psychology	3		
BUS 130	Business Communications	4		
		17		
<b>Third</b>				
BUS 140	Business Law I	3		
MKT 160	Principles of Selling	3		
BUS 217	Customer Service	3		
BUS 209	Life and Health Insurance (Fall Only)	3		
BUS 276	Principles of Mortgage Lending	3		
TECH ELEC	Technical Elective*	3		
		18		
<b>Fourth</b>				
SOC 150T	Social Problems	3		
BUS 219	Principles of Lending (Spring Only)	3		



**THIS DEGREE IS ALSO OFFERED ONLINE!**



**GRADS CAN EARN UP TO \$25,000 A YEAR STARTING!**

#### ESTIMATED TOTAL PROGRAM FEES

Tuition & Fees	\$14,960
Books & Supplies	\$2,800
<b>TOTAL</b>	<b>\$17,760</b>

# FINANCIAL SERVICES: INSURANCE

## ONLINE AAS DEGREE

Love working with people? Are you a self-starter that enjoys discovering solutions for others? As an insurance & financial services professional, the sky is the limit for career potential. Either as an entrepreneur or as an agent of an established firm, insurance & financial services professionals work with products that everyone relies on. Strong sales and interpersonal communication skills are essential for this career field.

Our online courses are interactive, student centered and are taught by highly qualified, experienced faculty. Southeast Tech is dedicated to provide you relevant degrees and classes are laid out to build sequentially and balance the amount of time required to successfully complete the program.

### CAREER OPPORTUNITIES

Sales Agent, Claims Processor, Policy Processing Clerk, Customer Service Representative, Office Manager.

### CURRICULUM

#### SEMESTER COURSE TITLE CREDITS

SEMESTER	COURSE TITLE	CREDITS
<b>Fall</b>		
SSS 100	Student Success Seminar	2
BUS 101	Introduction to Business	3
INS 215	Fundamentals of Insurance	3
ACCT 210	Principles of Accounting I	4
		12

<b>Spring</b>		
ACCT 211	Principles of Accounting II <i>(Prereq "C" or higher in ACCT 210)</i>	4
BUS 130	Business Communications	4
INS 205	Intro. to Claims & Underwriting	3
CIS 105	Introduction to Computers	3
		14

<b>Summer</b>		
BUS 140	Business Law I	3
ENGL 101T	Composition <i>(Prereq Placement Assessment)</i>	3
BUS 217	Customer Service	3
		9

<b>Fall</b>		
BUS 200	Principles of Selling	3
MATH 115	College Math <i>(Prereq Placement Assessment)</i>	3
BUS 209	Life and Health Insurance <i>(Fall Only)</i>	3
TECH ELEC	Technical Elective*	3
		12

<b>Spring</b>		
INS 220	Property & Casualty Insurance	3
INS 225	Sales Agency Management	3
SPCM 101T	Fundamentals of Speech	3
TECH ELEC	Technical Elective	3
		12

<b>Summer</b>		
PSYC 101T	General Psychology	3
SOC 150T	Social Problems	3
BUS 295	Insurance Internship <i>(Prereq 2.0 CGPA, Dept. Approval)</i>	3
		9

**TOTAL CREDITS: 68**

\*Please see the back of this book for a list of technical electives.

Students must earn a "C" or higher for INS 205, INS 215, BUS 209, BUS 217, INS 220 and INS 225.

Computer application skills are necessary for successful program completion.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.



GRADS CAN EARN UP TO  
\$25,000 A YEAR STARTING!

#### ESTIMATED TOTAL PROGRAM FEES

Tuition & Fees	\$18,360
Books & Supplies	\$2,600
<b>TOTAL</b>	<b>\$20,960</b>