few keys. The robots being used are from Double Robot.

The robot is operated by the student via a computer using a software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Tues. & Thurs., Jan. 11-May 5  8-9:20 a.m.  
WHLC, Room 102  Carlson  BSAD-1010-WH02

BSAD-1050  
Introduction to Business  
An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Tues. & Thurs., Jan. 11-May 5  9:30-10:50 a.m.  
WHLC, Room 101  Baillie  BSAD-1050-WH02

BSAD-1090  
Business Law I  
Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics, the Constitution, crimes, contracts, common law and sales, dispute settlements, torts employment and agency.

(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Tues. & Thurs., Jan. 11-May 5  1-2:20 p.m.  
WHLC, Room 102  Wilson  BSAD-1090-WH02

ENGL-1010  
English Composition I  
Prerequisite: Keyboarding skills and prior computer experience recommended  
Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Tues. & Thurs., Jan. 11-May 5  9:30-10:50 a.m.  
WHLC, Room 102  Whitney  ENGL-1010-WH17

Hybrid Courses Available

Are you thinking of starting college?  
Are you needing to complete General Education classes for an SCC program or at another college?  
Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?  
Are you a high school student who would like to complete college General Education credit classes?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

Do you want to take a credit class that isn’t scheduled for your Learning Center?  
SCC received a USDA rural development grant which included robots. The robots enable students in the Learning Center service area to attend class on one of the SCC campuses via robot. The student would initially be in the Learning Center to operate the robot, which would be driven from its campus home to the class. The robot is operated by the student via a computer using a few keys. The robots being used are from Double Robot.

Find us on Facebook at www.facebook.com/SCCLearningCenteratWahoo  
For more information or to register, contact  
Diana Kerwin-Kubr, Coordinator, at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu.
Spring 2022 Semester

MATH-1100 Intermediate Algebra
Prerequisite: A grade of “C” or higher in MATH-0950 or a grade of “B” or higher in MATH-0953 or appropriate core on the math placement test.
Study of second year algebra at a college level with emphasis on techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations.
May not fulfill the math requirement for associate degrees - check with transfer institution. Course meets using Zoom. You will need access to internet-connected computer, webcam, headphones, and microphone.
Cost: NE Resident: $342/Non-Resident: $405
Tues. & Thurs., Jan. 11-May 5 4-5:20 p.m.
Zoom Vulgamott MATH-1100-WBWH1

OFFT-1310 Office Accounting
Introduction to basic principles of accounting for a personal service and merchandising enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner’s equity, and a balance sheet; and working with payroll records.
Cost: NE Resident: $342/Non-Resident: $405
Tues. & Thurs., Jan. 11-May 5 4-5:20 p.m.
WHLC, Room 102 Kay OFFT-1310-WH04

SOCI-1010 Introduction to Sociology (Hybrid)
Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.
This is a hybrid course. Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require internet access and course text.
Cost: NE Resident: $342/Non-Resident: $405
Mon. & Wed., Jan. 10-May 4 Noon-12:50 p.m.
WHLC, Room 102 Bock SOCI-1010-HBWH6

8-Week Session

HLTH-1150 Nursing Assistant (Hybrid)
Prerequisite: Must be at least 16 years old
Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills, including bathing, assisting with dining, ambulating, transferring, and toileting. Included in this course are classroom, nursing lab and clinical experiences in a health care setting.
Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry. For additional classes, visit www.southeast.edu/nursingassistant. This course does not qualify for financial aid. For funding options, contact the Learning Center coordinator. If you have questions, contact Natasha Holly at 402-437-2552 or nholly@southeast.edu or Vichi Coffin at 402-437-2707 or vcoffin@southeast.edu. Required textbook and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 800-642-4075, ext. 2560, or at www.sccbookstore.com. (4.0 semester credits)
Cost: NE Resident: $456/Non-Resident: $540
Mon. & Wed., March 7-May 4 4-5:20 p.m.
SHAV Location Key
HLTH-1150-HBWH8

Refund Policy for Credit Classes
If you decide to discontinue your studies at SCC, refunds are prorated according to the refund formula.

Refund Table (FOR CREDIT CLASSES)

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 - 10.0</td>
<td>100</td>
</tr>
<tr>
<td>10.1 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

Tuition & Fees
Tuition and fees are due on or before the first day of class.

Books
Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at www.sccbookstore.com.

Drop/Withdraw from a Credit Class
You must drop the class online using WebAdvisor on the Hub OR complete and submit an “Official Drop/Add Form for Credit Classes” to the Registration & Records Office. Failure to attend classes does not constitute a drop or withdrawal. Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student’s registration.

For all credit classes, books can be ordered through the SCC Campus Store at www.sccbookstore.com

Location Key
WHLC..............................................Learning Center at Wahoo, 536 N. Broadway St., Wahoo
SHAV ............................................South Haven Living Center, 1400 Mark Dr., Wahoo

www.southeast.edu/WahooLC

Detailed information on tuition and refunds is published online in the SCC College Catalog.
1. Online
   a. Log into thehub.southeast.edu
   b. Enter your Username and Password. Your Username is your first initial + last initial + SCC ID number (with no leading zeros) + @southeast.edu.
      For example: John Smith, SCC ID number 0123456: js123456@southeast.edu
      If this is the FIRST time you have logged in or if you would like more information, visit http://helpdesk.southeast.edu.
   c. Select “Student Registration”
   d. Under the Registration section, select “Register for Sections”
   e. Choose either Express Registration or Search and Register for Sections
      Express Registration (Choose “Express registration” ONLY if you know exact course information or the synonym. Skip to step # 6.)
      If you know the course and section number or the synonym, you can use Express registration. Course and section numbers and synonyms can be obtained from the credit schedule. Be sure to enter the term.
      Search and Register for Sections (Choose “Search and register for sections” if you DO NOT know the exact course and section number.) Enter the correct term and at least one variable about a class to search for a section – click submit. Leave course level blank.
      f. This will produce a list of all the classes available given the variables you submitted. Click on the box in front of the class to select the course – click submit.
      Tip: online sections can be found by using a location of “web.”
   g. On the next screen, you will see a list of the courses you selected under Preferred Sections. Choose the action you want to perform from the drop down box in front of the class and click submit at the bottom of the page.
   h. When you have successfully registered for a section, you will see a screen which confirms your request has been processed and all sections for which you are registered will be listed. When your schedule is final, click on “my schedule” at the bottom of the page and print your schedule.

2. Complete the Official Credit Registration Form
   PLEASE PRINT. Complete all blanks and answer all questions.
   a. DEMOGRAPHICS - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.
   b. CREDIT CLASSES - Enter all information on one line for each class you wish to take. If you need assistance in selecting classes, please see your advisor. Add up the number of credits and enter the total in the box to the left of “Total Credit Hours.”
   c. SIGNATURE - Please sign the registration form.
   d. Advisor’s signature is required if prerequisite coursework has not been met.
   e. If your employer is paying for your courses, please see the cashier.
   f. FINANCIAL AID - If you have applied for financial aid (PELL Grant or student loan), you must contact the financial aid office to make sure your financial aid file is complete.
   g. Tuition and fees are due on or before the first day of class unless noted.
   h. Submit the completed registration form to the Registration & Records office at one of the three campuses:
      • SCC Beatrice Campus, 4771 W. Scott Road, Beatrice, NE  68310
      • SCC Lincoln Campus, 8800 O St., Lincoln, NE  68520
      • SCC Milford Campus, 600 State St., Milford, NE  68405

ADA Reasonable Accommodations
SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/ Diversity Office.

Additional Registration Information
www.southeast.edu/registrationandrecords
# Registration Form

**Credit Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Room</th>
<th>Days</th>
<th>LAST DAY to Drop With Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1120 LN81</td>
<td>ENGLISH BASICS (sample only)</td>
<td>3</td>
<td>8 a.m.</td>
<td>9:20</td>
<td>T-5</td>
<td>T / R</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

**Student Signature**

**Date**

**Program Director/Advisor Signature**

**Date**

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**Equal Opportunity/Anti-Discrimination Policy**: It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admissions, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of the 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.

**Declaración de política sobre equidad/antidiscriminación**: La política publica de Southeast Community College es de proveer equidad, y prohibir discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veteranos, orientación sexual, incapacidad, u otros factores prohibidos por ley o la política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.