

BSAD-1010 Microsoft Applications I (Hybrid)

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.

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 computer and Internet access. (3.0 semester credits)

Cost: NE Resident: \$375/Non-Resident: \$438

Wed., Aug. 20-Dec. 10

Crabtree

BSAD-1010-HBYK2

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: \$375/Non-Resident: \$438

Tues. & Thurs., Aug. 19-Dec. 11

9:30-10:50 a.m. Raillie

Room A102 BSAD-1050-YK04



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dhoudek@southeast.edu or 402-323-3634

» southeast.edu/YorkLC

5:30-6:50 p.m.

Room A102

Location Key Learning Center at York, 401 N. Lincoln Ave. SCC Milford Campus, Milford, ETC., Eicher Technical Center, 600 State St.

Register at southeast.edu/registrationandrecords



BSAD-2310 Business Ethics

Prerequisite: Writing/English Competency recommended

This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions. (3.0 semester credits)

Cost: NE Resident: \$375/Non-Resident: \$438

Tues. & Thurs., Aug. 19-Dec. 11 11 a.m.-12:20 p.m.

Room A102 BSAD-2310-YK02 Gardner

ENGL-1010 English Composition I

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 (formerly FNGI-0980)

Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized.

(3.0 semester credits)

Cost: NE Resident: \$375/Non-Resident: \$438

Tues. & Thurs., Aug. 19-Dec. 11 9:30-10:50 a.m. Room TBA ENGL-1010-YK10 Wortmann

ENGL-1020 English Composition II

Prerequisite: A grade of "C" or higher in ENGL-1010

Students will read and analyze various texts and respond with research-based argumentative essays that demonstrate information literacy, critical-reading, and source integration.

A significant research project is required. (3.0 semester credits)

Cost: NE Resident: \$375/Non-Resident: \$438

Tues. & Thurs., Aug. 19-Dec. 11 Room TBA 1-2:20 p.m. ENGL-1020-YK05

FSDT-1350 **Basic Nutrition**

The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. Nutrition in relation to disease and world hunger is explored.

(3.0 semester credits)

Cost: NE Resident: \$375/Non-Resident: \$438

Tues. & Thurs., Aug. 19-Dec. 11 Room B103 9:30-10:50 a.m. FSDT-1350-YK03 Rethmeier

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 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. Required textbook and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 402-437-2560 or at sccbookstore.com. (3.0 semester credits)

High school students in SCC's service area can register for the "HS" sections during the Fall and Spring terms. If you are a high school student outside of SCC's service area, please register for the regular Nursing Assistant sections.

Cost: NE Resident: \$375/Non-Resident: \$438

Aug. 18-Oct. 9

Lab/Clinical Location: Milford, ETC, 224 Lab/Clinical Schedule: Mon., Wed. & Thurs. from 5:30-8:45 p.m. HLTH-1150-HBM80

Oct. 16-Dec. 11

Lab/Clinical Location: York, YKLC, Room A102 Lab/Clinical Schedule: Tues. & Thurs. from HLTH-1150-HBYK8 4:30-8:55 p.m.

For registration information and how to register, visit southeast.edu/registrationandrecords.





REGISTRATION FORM CREDIT COURSES

PLEASE PRINT CLEARLY

Legal Name: Last	First	+	Middle	σ)	SCC ID Number		TERM
Former Last Name:	Email Address: (required for	Email Address: (required for students on class waitlists)		Social Se	Social Security Number		Year: 20 25 Fall □Spring □Summer
Local / Preferred Mailing Address:		City	State	Zip		County	Undeclared
Permanent Address:	J	City	State	Zip		County	Declared (list program of study)
Birth Date:	Sex assigned at birth: (federal reporting requirement) Male	Ethnicity (select one): Hispanic or Latino Not Hispanic or Latino	Race (select one or more): American Indian or Alaska Native		Black or African American Native Hawaiian or Other White	Black or African American Native Hawaiian or Other Pacific Islander White	VETERAN OR DEPENDENT
Cell Phone:	Home Phone:		Resident of Nebraska	_	☐ Non-Resident		UTILIZING MILITART BENEFITS
High School Attended/GED":	City		State	Start Date (mo/year)	/year)	Graduation Date (mo/year)	ar) — Yes — No
College Attended Post High School:	t: City	CREDIT (State State	Start Date (mo/year)	/year)	End Date (mo/year)	
Course and Section Number	on Number	Course Title		Credit Hours	t Begin s Time	End Time Davs	Day designations when class meets are:
E N G L 1 1 2	0 L N 8 1	ENGLISH BASICS (sample only)	mple only)	3	8 a.m.	9:20 T/R	M = Monday, I = Iuesday, W = Wednesday
							R = Thursday, F = Friday S = Saturday, U = Sunday
							(T R means class meets
							Tuesday <u>AND</u> Thursday)
							OFFICE USE ONLY
							Date
							Data Entry
Completed form should be submitted to the Registration & Records Office in person or by FAX at 402-437-2670. To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.	J to the Registration & Records Of Registration & Records Office at 40	ffice in person or by FAX at 402-437-; 02-437-2605 for the secure upload li,	2670. ink.	TOTAL	TOTAL CREDIT HOURS	URS	
Student Signature		Date		Program Chair/Advisor Signature	' Signature		

Written or digital signature required. Typed signatures (including cursive fonts) will not be accepted. Submission of this form indicates that I understand:

- 1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;
- 2. To drop or withdraw from classes, I must submit an 'Official Drop/Add Form for Credit Classes' in writing to the Registration Office located in Enrollment Management or drop the classes using Self Service Student Planning. Failure to attend a course does not constitute an official drop;
- 3. I understand tuition charges and refund policies are published in the College Catalog:
- 5. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the <u>College Catalog.</u> 4. The personal information contained herein is correct as shown; and
- equidad, y prohíbe 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 La política publica de Southeast Community College es de proveer Southeast Community College is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.

 *The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.
- de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.

 *La Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos hace cumplir la prohibición del Titulo IX contra discriminación por motivos de sexo, que también incluye la discriminación basada en la identidad de género.

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