

Command Spanish™ for Nurses



Basic Course

This class is designed for anyone in the nursing field who works in a health care setting and needs to break the language barrier in order to better provide quality care for Spanish-speaking patients. The course will enhance nurses ability to use Spanish successfully to perform routine duties at a medical clinic or bedside, anywhere Spanish is needed. Included in the class are basic greetings, grammar, phrases, and simple instructions to increase your comfort in communicating with those individuals speaking the Spanish language.

*Each session builds on the previous session. 14 contact hours will be awarded to nurses who attend **all sessions**. No prior knowledge of Spanish is necessary.*

Mondays, Aug. 28-Oct. 16, 2017
(No class Sept. 4) • **6:30-8:30 p.m.**

Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 301, Lincoln
OR Learning Center at Nebraska City,
819 Central Ave., Room 102, Nebraska City
(Video conferenced to Nebraska City)
Tuition: \$109

Speciality Course

Prerequisite: Must complete Basic Course before enrolling in this class

This class will enhance your ability to communicate with Spanish-speaking patients you care for in specialty areas such as: OR, ICU, OB, or Post Anesthesia.

*Each session builds on the previous session. 12 contact hours will be awarded to nurses who attend **all sessions**.*
Mondays, Oct. 23-Nov. 27, 2017 • 6:30-8:30 p.m.

Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 301, Lincoln
OR Learning Center at Nebraska City,
819 Central Ave., Room 102, Nebraska City
(Video conferenced to Nebraska City)
Tuition: \$99

Required book for both sessions: "Spanish for Nursing, Second Edition," is available to purchase:

- SCC Campus Store, 8800 O St., Lincoln, NE
- Call 402-437-2560
- Online at www.sccbookstore.com

The textbook must be purchased prior to the first class meeting.

Instructor: Elizabeth Montes, RN, works full-time as a Spanish bilingual liaison for Lincoln Public School and also as an instructor at SCC for Spanish-speaking students interested in the medical and nursing field. She also teaches a beginning Spanish class. Montes graduated as an RN from the University of the State of Morelos, Mexico, and has lived in Nebraska since 2001.

For more information, contact us at continuing@southeast.edu, 402-437-2700 or 800-828-0072

Southeast Community College Continuing Education Division is an approved provider of continuing nursing education by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. **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.

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to:
Southeast Community College, Continuing Education
 301 S. 68th St. Place, Lincoln, NE 68510
 FAX: 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

Southeast community college

2017 QUARTER	
<input checked="" type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input checked="" type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Home Phone

Please Check:

Command Spanish™: Basic Course <input type="checkbox"/> Lincoln • Aug. 28-Oct. 16 • \$109 (Course #: SPAN-3005-CEUA) <input type="checkbox"/> NE City • Aug. 28-Oct. 16 • \$109 (Course #: SPAN-3005-NCUA)	Command Spanish™: Specialty Course <input type="checkbox"/> Lincoln • Oct. 23-Nov. 27 • \$99 (Course #: SPAN-3006-CEFA) <input type="checkbox"/> NE City • Oct. 23-Nov. 27 • \$99 (Course #: SPAN-3006-NCFA)
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SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	SCC Staff Tuition Waiver (_____)	FOR OFFICE USE ONLY ID# _____ DE _____
TOTAL DUE		

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC 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 SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or joto@southeast.edu.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
Key Word Example: *Driver*
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

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301 S. 68th St. Place, Lincoln, NE 68510
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** The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.*