

BSAD-1010 Microsoft Applications 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.

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: \$369/Non-Resident: \$432 Mon., Tues., Wed., & Thurs., May 19-June 19 8-9:25 a.m. WHLC, Room 102 Reiter BSAD-1010-HBWH4

HLTH-1040 Medication Aide

SCC Requirement: Medication Aide students MUST be at least 18 by the start date of the class.

The purpose of the Medication Aide position is to provide a safe way for individuals other than licensed health care professionals (doctors, nurses, etc.) to provide medications to individuals who are not able to take medications by themselves. Medication Aides assist with the provision of medications. You must be at least 18 years of age or older to be employed as a medication aide in the state of Nebraska.

State laws control the activities of a Medication Aide. These laws ensure the health, safety, and welfare of people by providing for the accurate, cost-effective, efficient, and safe utilization of Medication Aides to assist in administration of medications. You will be responsible for the additional costs charged by the state of Nebraska to complete your licensure. (2.5 semester credits)

Cost: NE Resident: \$307.50/Non-Resident: \$360 Sat., May 31-July 26

8 a.m.-1 p.m.

SCMC

HLTH-1040-HBWH8



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Do you want to take a class that is not offered at your Learning Center? Contact your Learning Center to see what options are available.

cstukenholtz@southeast.edu or 402-323-5581

» southeast.edu/WahooLC

Location Key

WHLC.....Learning Center at Wahoo, 536 N. Broadway St. SCMC......Saunders Medical Center, 1706 County Road J

Register at southeast.edu/registrationandrecords



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: \$369/Non-Resident: \$432 May 28-July 30

Lab/Clinical Location: SCMC
Lab/Clinical Schedule: Mon. & Wed. from
5-9 p.m. HLTH-1150-HBWH8

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





REGISTRATION FORM CREDIT COURSES

PLEASE PRINT CLEARLY

Legal Name: Last	First		Middle	SCC ID	SCC ID Number		TERM
Former Last Name:	Email Address: (required for students on class waitlists)	students on class waitlists)		Social Security Number	Number		reaf: 20
Local / Preferred Mailing Address:	io	city	State	Zip	County	ty	Undeclared
Permanent Address:	City	ty	State	Zip	County	ty	☐ 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 Asian		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	ska 🗌 Non-Resident	ssident		UTILIZING MILITART BENEFITS
High School Attended/GED":	City		State	Start Date (mo/year)		Graduation Date (mo/year)	☐ Yes ☐ No
College Attended Post High School.	: City		State	Start Date (mo/year)		End Date (mo/year)	
		CREDIT COURSES	RSES				
Course and Section Number	n Number	Course Title		Credit Hours	Begin End Time Time	Days	Day designations when class meets are:
E N G L 1 1 2 (0 L N 8 1 E	ENGLISH BASICS (sample only)	mple only)	3 8	8 a.m. 9:20) T/R	M = Monday, I = I uesday, W = Wednesday
							R = Thursday, F = Friday S = Saturday II = Sunday
							(T R means class meets
							Tuesday AND 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.	to the Registration & Records Offi egistration & Records Office at 40	ice in person or by FAX at 402-437-2 2-437-2605 for the secure upload lii	670. או:	TOTAL CRE	TOTAL CREDIT HOURS		
Student		+]	Orona Chair/Addios Signature	<u> </u>		
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Written or digital signature required. Typed signatures (including cursive fonts) will not be accepted.

- 1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed; Submission of this form indicates that I understand:
- 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:
- 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 <u>College Catalog.</u>
- 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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