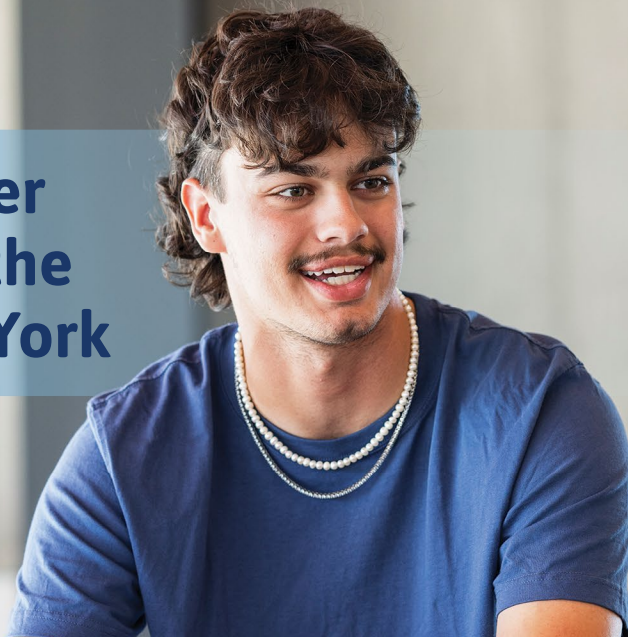


# Fall 2025 Semester Credit Courses at the Learning Center at York



## 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**

5:30-6:50 p.m.  
Crabtree

Room A102  
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.  
Baillie

Room A102  
BSAD-1050-YK04



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- Fulfill general education requirements
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dhoudak@southeast.edu or 402-323-3634

» [southeast.edu/YorkLC](http://southeast.edu/YorkLC)

### Location Key

York, YKLC.....Learning Center at York,  
401 N. Lincoln Ave.

Milford, ETC.....SCC Milford Campus,  
Eicher Technical Center, 600 State St.

► [Register at southeast.edu/registrationandrecords](http://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  
Gardner BSAD-2310-YK02

## ENGL-1010

### English Composition I

*Prerequisite: Appropriate placement score OR  
grade of "C" or higher in ENGL-0985 (formerly  
ENGL-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  
Wortmann ENGL-1010-YK10

## 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**

1-2:20 p.m. Room TBA  
Nielsen 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**

9:30-10:50 a.m. Room B103  
Rethmeier FSDT-1350-YK03

## 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](http://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](mailto: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](http://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  
4:30-8:55 p.m. HLTH-1150-HBYK8

For registration information and how to register, visit  
[southeast.edu/registrationandrecords](http://southeast.edu/registrationandrecords).



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