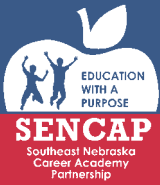


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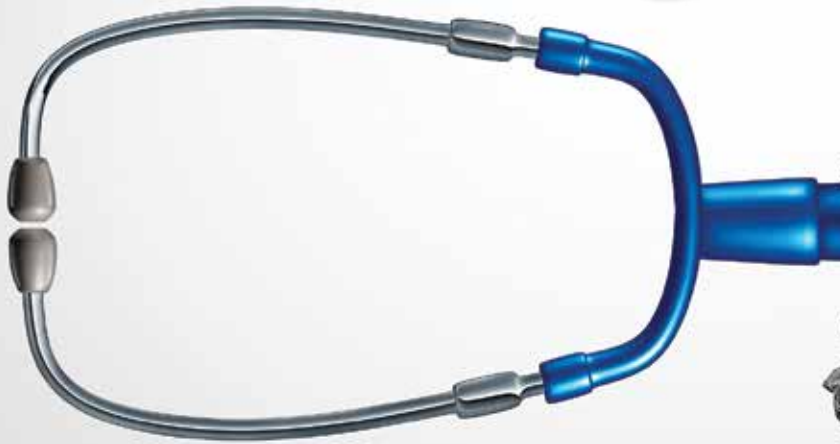


*Southeast community college*

SOUTHEAST NEBRASKA CAREER ACADEMY PARTNERSHIP

# STUDENT INFORMATION GUIDE

CAREERS BY  
*Design*



NOT BY  
*Chance*



@SEnebCAP



[www.youtube.com/user/SECommunityCollege](http://www.youtube.com/user/SECommunityCollege)



[www.facebook.com/SEnebCAP](http://www.facebook.com/SEnebCAP)



## WHAT is SENCAP?

The Southeast Nebraska Career Academy Partnership is an opportunity for **high school juniors and seniors** to take **dual-credit classes** which earn both high school and college credit.

In order to compete for jobs in today's world, students will need to be both college- and career-ready. SENCAP academies are geared to prepare students for high-wage, high-skill, and high-growth occupational areas. Academies combine rigorous classes with relevant experiences, helping students become ready for a career.

Students will explore a career field and get a first-hand look at what goes on in the workplace by taking field trips, participating in job shadowing, listening to speakers, conducting research on careers of their interest, and experiencing other career exploration activities, many of which will be in their own communities.

**Sophomores** who are interested in participating must be approved by a high school administrator and Southeast Community College.

## What academies are offered?

- Agriculture
- Business
- Computers-Networking/Database/Programming
- Construction
- Criminal Justice
- Early Childhood Education
- Education
- Health Sciences & Nursing Assistant
- Horticulture
- Livestock
- Manufacturing - Energy
- Manufacturing - Welding

Please note: Not all SENCAP courses are offered at all locations.

Please check with your counselor to see if the academy you are interested in is being offered in your area. (See page 5 to find out which courses are currently offered in your school.) Many courses also are offered online for your convenience.

## What classes do students take?

Students will take at least one academy class in the area of their career interest each semester. Each high school will have a complete listing of classes and course descriptions, or you can view the class listings at **[www.southeast.edu/SENCAP](http://www.southeast.edu/SENCAP)**

## When and where will students take classes?

Classes will be offered in a variety of ways. Some may be face-to-face at a regional location. Some may be in a student's own school, either face-to-face or via live broadcast or online. SENCAP classes will be offered and scheduled during the regular school day.



## Will these classes transfer?

All of the courses through SENCAP will count toward credit at Southeast Community College. Many will transfer to other four-year institutions in Nebraska. It is the student's responsibility to check with the institution where credit is being transferred to ensure SCC's courses will meet that school's degree requirements. Contact an advisor from the institution to which you plan to transfer as soon as possible. Visit us at [www.southeast.edu/transfer-information](http://www.southeast.edu/transfer-information) for more information.

## How do students register?

Students complete a SENCAP application and register through their local school's registration process. School counselors and SENCAP coordinators will assist students in registering for the academy classes.

## Where can students learn more about jobs and the career of interest?

Part of a student's time will be spent "on-site" at a local business or health care provider. These activities will be coordinated by the school district and the SENCAP office. Students also will participate in career activities every week as part of their Student Portfolio.



## Tuition & Fees Information

SCC is offering all dual-credit SENCAP classes for half the cost of tuition/fees for every student in our 15-county service area. The remaining half will be paid for by either the student or the K-12 school (depending on available funding).

The purchasing of textbooks for any college class is the responsibility of the student. Textbooks may be purchased at <http://sccbookstore.com/>.

CREDIT HOURS	2017-2018	ACADEMY ½
2.0 credits	\$135.00	\$67.50
3.0 credits	\$202.50	\$101.25
4.5 credits	\$303.75	\$151.87
5.0 credits	\$337.50	\$168.75
6.0 credits	\$405.00 *	\$202.50 *
(*Health and nursing assistant course includes an additional \$90 health fee: \$45 background check, \$5 liability insurance, \$40 state testing)		
7.5 credits	\$506.25	\$236.25

New tuition and fees are typically set the spring after this booklet is printed. Please visit the website for the most current tuition/fees information.

(4.5 quarter credits = 3.0 semester credits.)

# SENCAP PATHWAYS AT A GLANCE

PATHWAY	YEAR 1 Junior (or Senior if pathway is not full)		YEAR 2 Returning SENCAP Senior	
	First semester	Second semester	First semester	Second semester
<b>AGRICULTURE</b>	AGRI 1123* (new+) Ag Occupation Exploration	AGRI 1257 Live Animal Selection & Carcass Evaluation	AGRI 1211* Fundamentals of Ag Marketing	AGRI 1171* Ag Technology
<b>HORTICULTURE</b>	HORT 1130* Introduction to Horticulture	HORT 1216* Horticulture Business Management	HORT 1131 Plant Science	HORT 1154 (new+) Greenhouse Management
<b>LIVESTOCK</b>	AGRI 1126* (new+) Introduction to Livestock Prod.	AGRI 1131* Crop & Food Science	AGRI 1177* Companion Animals	AGRI 1171* Ag Technology
<b>BUSINESS</b>	BSAD 1050* Introduction to Business OR ECON 1200*# Personal Finance	ENTR 1050* Introduction to Entrepreneurship	BSAD 2540* Principles of Management OR ACCT 1200*# Principles of Accounting I	BSAD 2520* Principles of Marketing
<b>COMPUTERS- NETWORKING/DATABASE/ PROGRAMMING</b>	INFO 1151*# Information Technology Fundamentals	INFO 1161*# Windows Operating Systems	INFO 1381*# Data Communications & Networking	INFO 1214*# Program Design & Problem Solving
<b>CONSTRUCTION</b>	CNST 1226 Tools & Materials I AND CNST 1228 Construction Processes & Practices I	CNST 1227 # Tools & Materials II AND CNST 1229 # Construction Processes & Practices II	CNST 1123 Concrete & Masonry Tools & Material I AND CNST 1125 Concrete & Masonry Applications I	CNST 1124 # Concrete & Masonry Tools & Material II AND CNST 1126 # Concrete & Masonry Applications II
<b>CRIMINAL JUSTICE</b>	CRIM 1010* Introduction to Criminal Justice	CRIM 2030* Police & Society	CRIM 2100* Juvenile Justice	CRIM 1030* Courts and the Judicial Process
<b>EARLY CHILDHOOD EDUCATION</b>	ECED 1150* Introduction to Early Childhood Education	ECED 1120* Preschool Child Development	SOCI 1010* Introduction to Sociology OR PSYC 1810* Introduction to Psychology	PSYC 2960* # Life-Span Human Development OR EDUC 2300*# Introduction to Special Education
<b>EDUCATION</b>	EDUC 1110* Introduction to Professional Education	PSYC 1250* Interpersonal Relations OR EDUC 2590* Instructional Technology	SOCI 1010* Introduction to Sociology OR PSYC 1810* Introduction to Psychology	PSYC 2960*# Life-Span Human Development OR EDUC 2300*# Introduction to Special Education
<b>HEALTH I</b>	NURA 1401 Nursing Assistant **	HLTH 1040 (new+) Medication Aide ** OR FSDT 1350 Basic Nutrition*	MEDT 1100 (new+) Procedures in Phlebotomy ** OR PSYC 1810 Introduction to Psychology*	HLTH 1060 Comprehensive Med Terminology* OR MEDA 1101 Basic Medical Terminology* OR FSDT 1350 Basic Nutrition*
<b>HEALTH II</b>	HLTH 1080 ** (new+) EKG Tech OR HLTH 1050 (new+) Dental Terminology*	HLTH 1090 (new+) Personal Care Aide* OR PSYC 1810 Introduction to Psychology* OR SOCI 1010 Introduction to Sociology*	MEDT 1110 (new+) Procedures in Phlebotomy** OR HLTH 1060 Comprehensive Med Terminology* OR MEDA 1101 Basic Medical Terminology* OR PSYC 2960 Lifespan Human Development*	HLTH 1060 Comprehensive Med Terminology* OR MEDA 1101 Basic Medical Terminology* OR FSDT 1350 Basic Nutrition*
<b>MANUFACTURING- ENERGY</b>	ENER 1100* Energy Industry Fundamentals	ENER 2102 # Nuclear Energy or ENER 2130 # Green Energy Technologies	ENER 2102 # Nuclear Energy or ENER 2130 # Green Energy Technologies	ENER 1110 Operator Safety
<b>MANUFACTURING- WELDING</b>	WELD 1117 # Oxyacetylene Theory and WELD 1119 # Oxy Welding & Cutting	WELD 1122 # GMAW Theory and WELD 1124 # GMAW Lab I	WELD 1110 # SMAW Theory and WELD 1112 # SMAW Lab I	WELD 1126 # GMAW Lab II OR WELD 2251 # FCAW I and WELD 2252 # FCAW II

All classes are offered face-to-face. \* = Course also available online. # = Course has a prerequisite but may be waived for SENCAP students. \*\* = 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.

At the time of printing, courses marked (new+) may not be available until July 2018. Please work with your SENCAP coordinator for correct course offerings. (12/20/2017)



## Student Portfolios

To receive credit for the high school portion, in addition to taking college courses, SENCAP students also must complete an online student portfolio. The assignments are career oriented and will prepare students for the "Professional Day" event held each spring. Students will access SCC's online Moodle course to complete their weekly assignments.

### Typical assignments include:

#### Career Search

Students research career interests, identify job growth, salary, education requirements, and consider what foundational/soft skills are necessary to be successful in the career.

#### Hot Topics (Weekly online discussion forums)

Students will discuss current issues regarding the economy, social media use, cell phone etiquette, proper work attire, and personal branding.

#### Field Trip Reflections

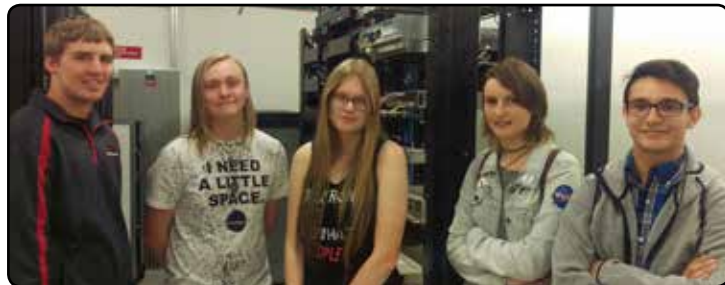
Student's coordinators will take students on a minimum of two field trips a year. They will be career oriented and usually involve taking them to worksites. Instructors are encouraged to suggest field trips to their area coordinator to help make connections to class and academy.

#### Job Shadows/Classroom Observations

All SENCAP students are required to complete a minimum of two job shadows a year. Students in the Education academy are strongly encouraged to complete weekly classroom observations and keep classroom observation forms up to date.

#### Resume & Cover Letter Building, References

Students will create a traditional resume, while second-year SENCAP students will transform their resumes into conversational resumes. Students also will be required to obtain personal references, while second-year students will be asked to obtain personal letters of recommendation.



### Student Expectations and Outcomes

We expect every SENCAP student to earn their high school diploma plus have most of these additional opportunities:

- Will have learned key skills in the career pathway, as well as career-readiness skills.
- Will be ready for immediate employment with enhanced skills developed.
- Will have earned a recognized certification or be well on their way to completing one.
- Will be eligible for entry into a community college training or degree program.
- Will have earned college credits toward application and entry into a post-secondary program.



#### Scholarships

Research local and national scholarships.

#### Gallup StrengthFinders

All SENCAP students will complete the Gallup StrengthFinders assessment and learn how their strengths will be an asset in their career field of choice.

#### Website

Second-year SENCAP students will design a professional website, which will incorporate social media, their blogs, resume, and information about their career and educational goals.

#### Personal Branding

Students will be exposed to "personal branding" to start familiarizing themselves with the term and how branding yourself starts NOW.

#### Social Media

Students will gain an understanding of how social media can work to their professional benefit and how long-lasting a digital footprint can be: Twitter, Blogging, etc.

#### Special Events

Students will have the opportunity to attend Special Event days hosted by SENCAP. They include professional and student panels and multiple breakout sessions covering: Gallup StrengthFinders, Social Media and Networking, Online Job Searches, Resume Building, and Site Visits.

#### New Student Orientation

Become familiar with Southeast Community College by completing new student orientation. The online NSO experience consists of five modules. Here are a few things to note as you navigate through the orientation:

<https://www.southeast.edu/nso/>

- It will take approximately 45-60 minutes to complete and must be completed in one sitting.
- Use the arrows in the bottom right corner to move to the next page.
- Be sure to have your speakers turned on so that you're able to hear the videos that are included in the orientation. The orientation is also fully captioned.
- The **fifth module** has been customized to each of the campus locations and for SENCAP/DC Advantage students. When you get to module five, select the option that represents where you'll take most of your classes.
- At the end of module five, you'll be asked to complete a short form that verifies your completion of the orientation. Be sure to click "**submit**" after entering your information.

# SENCAP ACADEMY COURSES OFFERED FACE-TO-FACE AT THESE LOCATIONS

COURSE #	COURSE TITLE	Credits	Ashland	Beatrice	Cedar Bluffs	Crete	Elmwood-Murdock	Fairbury	Fillmore Central	Heartland	Milford	Nebraska City	Norris	Raymond Central	Seward	Shickley	Southern	Tri-County	Wahoo	Waverly	Waverly/TCA Bldg or LNK Campus	Weeping Water	Wilber-Clatonia	York
ACCT-1200	*#Principles of Accounting I	4.5																						
AGRI-1123	*Ag Occupation Exploration	4.5																						x
AGRI-1126	*Introduction to Livestock Production	4.5																						
AGRI-1131	*Crop & Food Science	4.5												x										
AGRI-1171	*Ag Technology	4.5																						
AGRI-1177	*Companion Animals	4.5												x										
AGRI-1211	*Fundamentals of Ag Marketing	4.5												x										
AGRI-1257	Live Animal Selection & Carcass Evaluation	4.5																					x	
BSAD-1050	*Introduction to Business	4.5													x									x
BSAD-2520	*Principles of Marketing	4.5											x											x
BSAD-2540	*Principles of Management	4.5											x											x
CNST-1123	Concrete & Masonry Tools & Material I	3																						
CNST-1124	#Concrete & Masonry Tools & Material II	3																						
CNST-1125	Concrete & Masonry Applications I	2.5																						
CNST-1126	#Concrete & Masonry Applications II	2.5																						
CNST-1226	Tools & Materials I	3										x									x			
CNST-1227	#Tools & Materials II	3										x									x			
CNST-1228	Construction Processes & Practices I	2.5										x									x			
CNST-1229	#Construction Processes & Practices II	2.5										x									x			
CRIM-1010	*Intro to Criminal Justice	4.5													x									
CRIM-1030	*Courts & the Judicial System	4.5																						
CRIM-2030	*Police & Society	4.5																						
CRIM-2100	*Juvenile Justice	4.5																						
ECED-1150	*Introduction to Early Childhood Education	4.5													x									
ECED-1120	*Preschool Child Development	3																						
ECON-1200	#* Personal Finance	4.5																						
EDUC-1110	*Introduction to Professional Education	4.5		x																				
EDUC-2300	#* Special Education	4.5																						
EDUC-2590	*Instructional Technology	4.5																						
ENER-1100	*Energy Industry Fundamentals	4.5																						
ENER-1110	Operator Safety	4.5																						
ENER-2102	#Nuclear Energy	4.5																						
ENER-2130	#Green Energy Technologies	4.5																						
ENTR-1050	*Intro to Entrepreneurship	4.5		x									x											x
FSDT-1350	*Basic Nutrition	4.5																						
HLTH-1020	Concepts in Health Sciences	4.5		x																		x		x
HLTH-1060	*Comprehensive Medical Terminology	4.5																						x
HORT-1130	*Introduction to Horticulture	4.5											x											
HORT-1131	*Plant Science	4.5																						
HORT-1154	Greenhouse Management	3																						
HORT-1216	*Horticulture Business Management	4.5																						
INFO-1151	*#Information Technology Fundamentals	4.5																				x		x
INFO-1161	*#Windows Operating Systems	4.5																						x
INFO-1214	*#Program Design & Problem Solving	4.5																						x
INFO-1381	*#Data Communications & Networking	4.5																						
MACH-1121	Manufacturing Processes	3.5																			x			
MACH-1156	Blueprint Reading & Drawing	3																			x			
MACH-1173	Machine Tool Lab I	3.5																			x			
MACH-1174	Machine Tool Lab II	3																			x			
MEDA-1101	*Basic Medical Terminology	2																						
MEDA-1202	*Communication in Allied Health	3																						
NURA-1401	Nursing Assistant	6	x	x	x	x	x	x			x	x	x		x		x		x		x	x		
PSYC-1250	*Interpersonal Relations	4.5																						
PSYC-1810	*Introduction to Psychology	4.5	x												x				x			x	x	
PSYC-2960	*#Life-span Human Development	4.5																						
SOCI-1010	*Introduction to Sociology	4.5	x																x			x	x	
WELD-1110	#SMAW Theory	2	x	x	x	x	x		x			x		x				x		x	x	x		x
WELD-1112	#SMAW Lab I	4	x	x	x	x	x		x			x		x				x		x	x	x		x
WELD-1117	#Oxyacetylene Theory	2	x	x	x	x	x		x			x		x				x		x	x	x		x
WELD-1119	#Oxy Welding & Cutting	3	x	x	x	x	x		x			x		x				x		x	x	x		x
WELD-1122	#GMAW Theory	3	x	x			x		x			x									x	x		
WELD-1124	#GMAW Lab I	3							x			x												
WELD-1126	#GMAW Lab II	3		x																	x			
WELD-2251	#FCAW I	2		x								x								x	x			x
WELD-2252	#FCAW II	2		x								x								x	x			x

\* These SENCAP pathway courses are available online.

#=Course has a prerequisite but may be waived for SENCAP students.

# COURSE DESCRIPTIONS

Listed in alphabetical order by prefix.

## ACCT-1200 \*Principles of Accounting I

4.5

*Prerequisite: Accounting Competency recommended.*

This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owners' equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.



## AGRI-1123 \*Ag Occupation Exploration

4.5

Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness employers.

## AGRI-1126 \*Introduction to Livestock Production

4.5

A comprehensive introduction to livestock production utilizing current literacy and terminology.

## AGRI-1131 \*Crop & Food Science

4.5

Principles and practices of production of the major agronomic crops of the high plains.

## AGRI-1171 \*Ag Technology

4.5

Introduction to agriculture technology applications used for solving agriculture problems with emphasis on logical and systematic decision making. Establishing a basic understanding of technology and how it's used in agriculture.

## AGRI-1177 \*Companion Animals

4.5

Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.

## AGRI-1211 \*Fundamentals of Ag Marketing

4.5

Study of new market opportunities in the agriculture industry. Developing a marketing plan and promotional strategies for agriculture products.

## AGRI-1257 Live Animal Selection & Carcass Evaluation

4.5

Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for primal cuts within the meat industry.

## BSAD-1050 \*Introduction to Business

4.5

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.

## BSAD-2520 \*Principles of Marketing

4.5

A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.

## BSAD-2540 \*Principles of Management

4.5

Introduction to management theory and practice with emphasis on the primary functions of planning, organizing, leading and controlling. Topics will include the ever-changing challenges and opportunities within the management field.

## CNST-1123 Concrete & Masonry Tools & Material I

3

Theory designed to acquaint the student with materials and techniques for planning, estimating, and constructing masonry and concrete structures including foundations. Demonstrations, videos, and clinics emphasizing the best practices in concrete and form work.

## CNST-1124 Concrete & Masonry Tools & Material II

3

*Prerequisites: CNST1123*

A continuation of Concrete & Masonry Tools & Material I. Theory designed to acquaint the student with materials and techniques for planning, estimating, and constructing masonry and concrete structures including foundations. Demonstrations, videos, and clinics emphasizing the best practices in concrete and form work.

## CNST-1125 Concrete & Masonry Applications I

2.5

*Co-requisite: CNST1123*

Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, concrete forming, and reinforcing and finishing. Safety training.

## CNST-1126 Concrete & Masonry Applications II

2.5

*Prerequisite: CNST1125 Co-requisite: CNST1124*

A continuation of Concrete & Masonry Applications I. Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, concrete forming, and reinforcing and finishing. Safety training.

## CNST-1226 Tools & Materials I

3

Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

## CNST-1227 Tools & Materials II

3

*Prerequisites: CNST1226*

A continuation of Tools & Materials I. Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

## CNST-1228 Construction Processes & Practices I

2.5

Introduction to hand tools, construction safety, machine woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

## CNST-1229 Construction Processes & Practices II

2.5

*Prerequisites: CNST1228*

A continuation of Construction Processes & Practices I. Introduction to hand tools, construction safety, machine woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.



## CRIM-1010 \*Intro to Criminal Justice

4.5

Provides an overview of the history, development and philosophies of the criminal justice system within America. Areas covered include crime and the criminal justice system, the police, the courts, corrections, and the juvenile justice system.

## CRIM-1030 \*Courts & the Judicial System

4.5

Surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

## CRIM-2030 \*Police & Society

4.5

Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations.

\*=Online courses. \*\*=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.

# COURSE DESCRIPTIONS

Listed in alphabetical order by prefix.


<b>CRIM-2100 *Juvenile Justice</b>	<b>4.5</b>	<b>ENTR-1050 *Intro to Entrepreneurship</b>	<b>4.5</b>
Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.		The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.	
<b>ECED-1120 *Preschool Child Development</b>	<b>3</b>	<b>FSDT-1350 *Basic Nutrition</b>	<b>4.5</b>
This course focuses on typical / atypical development of the child ages 3 through 5 years, in the domains of physical growth and motor skills, cognition and language, and social/ emotional development.		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.	
<b>ECED-1150 *Introduction to Early Childhood Education</b>	<b>4.5</b>	<b>HLTH-1020 Concepts in Health Sciences</b>	<b>4.5</b>
An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism and advocacy are examined.		Experience health careers at a personal level. Explore the essential skills necessary for success in a health career. Includes a review of the science courses needed, the healthcare industry, diseases and disorders, healthcare technology, health rules and regulations, and employability.	
<b>ECON-1200 *Personal Finance</b>	<b>4.5</b>	<b>HLTH-1040 **Medication Aide</b>	<b>3.5</b>
<i>Prerequisite: Math competency recommended.</i> Covers the basic principles needed for effective personal financial management, including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning.		This course prepares participants to assume the role of medication aide in an assisted living and long-term care facility in the State of Nebraska. Successful completion of this course allows you to apply to the state of Nebraska to be placed on the Medication Aide Registry.	
<b>EDUC-1110 *Introduction to Professional Education</b>	<b>4.5</b>	<b>HLTH-1050 *Dental Terminology</b>	<b>4.5</b>
An overview of education in the United States viewed in terms of history, philosophy, finance and governance. Encourages critical thought regarding the role of education in our multicultural society, the role of the teacher, and educational practices in schools. The course is designed to help students explore education as a prospective career.		This course is intended for students who are interested in the dental assisting profession either in the exploratory stage or an individual that is currently working in the field and would like to obtain a base knowledge of proper Dental Terminology. The course modular approach ensures that students learn and comprehend the language of dentistry on a much deeper level and build a solid foundation for understanding terms within the profession.	
<b>EDUC-2300 *Special Education</b>	<b>4.5</b>	<b>HLTH-1060 *Comprehensive Medical Terminology</b>	<b>4.5</b>
<i>Prerequisite: EDUC1110</i> Introduction to the history, legislation, litigation, instruction, and evaluation of exceptional learners. Overview of the development and characteristics of exceptional learners, cultural issues, and collaboration found in K-12 classrooms.		This course establishes a solid foundation of prefixes, suffixes, word roots, abbreviations, medical terms and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic procedures, and therapeutic procedures of the human body.	
<b>EDUC-2590 *Instructional Technology</b>	<b>4.5</b>	<b>HLTH-1080 **Electrocardiograph Technician</b>	<b>5.0</b>
This course is an introduction to a variety of technologies and strategies for use in the instructional process to accommodate all learners. The focus will also be on the social, ethical, legal and human issues surrounding the use of technology. NOTE: It is strongly recommended that students complete EDUC1110 prior to taking this class.		The Electrocardiograph (EKG) Technician performs electrocardiographs according to physician's orders and protocols. This course prepares students for the tasks and responsibilities that include: equipment operation, maintaining data reports, performing EKG procedures to assess heart rhythm and rate in patients.	
<b>ENER-1100 *Energy Industry Fundamentals</b>	<b>4.5</b>	<b>HLTH-1090 *Personal Care Aide</b>	<b>4.5</b>
The course content focuses on understanding various types of energy and their conversion to useable energy such as electrical power. How generated electrical power is transmitted and distributed to the point of use. Natural gas transmission and distribution systems are described. Compliance with safety procedures is introduced. Careers in energy industry and entry points are covered. Energy system reliability and governance are explained.		The Personal Care Aide (PCA) training will prepare students to provide non-medical support services in the homecare and long term care environment. Learn the core competencies to provide care and comfort of disabled, elderly, and chronically ill patients. The course provides behavioral interventions and proactive strategies to assist in daily activities, personal hygiene, and communication with individuals and their families.	
<b>ENER-1110 Operator Safety</b>	<b>4.5</b>	<b>HORT-1130 *Introduction to Horticulture</b>	<b>4.5</b>
Operator-based safety topics including: OSHA 10-hour general industry certification, human performance tools, personal protective equipment, ladders, body harnesses, confined space, lock-out/tag-out, GHS, and fire extinguishers. Students will perform a supervised climb with fall-arrest-protection to above 20 feet. This course also provides aerial life and forklift training, arc flash awareness, and industrial accident case studies.		Introductory course designed to feature basic aspects and techniques of the horticulture industry. Emphasis will be placed on making the student aware of the different fields with the industry and the proper growing environment for indoor and outdoor horticulture crops.	
<b>ENER-2102 Nuclear Energy</b>	<b>4.5</b>	<b>HORT-1131 *Plant Science</b>	<b>4.5</b>
<i>Prerequisite(s): MATH1050</i> Nuclear energy is a source of power which is created by a nuclear reaction. This course will give the student a basic understanding of the theory and philosophy behind nuclear energy. It will explain the rigors of nuclear culture. The atom and its binding forces will be introduced. Characteristics and properties of the various radiation types will be covered in detail. Nuclear technologies in industry, medicine, and agricultural applications will be discussed.		Principles & Practices of production and maintenance of turf and horticultural plants.	
<b>ENER-2130 Green Energy Technologies</b>	<b>4.5</b>	<b>HORT-1154 Greenhouse Management</b>	<b>3</b>
<i>Prerequisite(s): Permission by Program Chair</i> This course is an introduction to various green energy technologies including wind, solar, hydro and other types of renewable energy. Topics covered include physics, fluid dynamics, aerodynamics and various solar generation principles. A basic description of wind turbine systems and current and future solar generating systems is included as well as a description of hydroelectric facilities.		Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.	
		<b>HORT-1216 *Horticulture Business Management</b>	<b>4.5</b>
		Introduction to management principles in horticulture. Various topics will be discussed that are crucial to the management of a horticultural based business. Students will discuss the start-up of a horticultural based business and the financial knowledge needed to run such a business.	
		<b>INFO-1151 *Information Technology Fundamentals</b>	<b>4.5</b>
		<i>Prerequisite: Appropriate placement scores or ENGL0960, or by permission</i> Fundamentals of computer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.	

\*=Online courses. \*\*=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.



# COURSE DESCRIPTIONS

Listed in alphabetical order by prefix.

<b>INFO-1161 *Windows Operating Systems</b>	<b>4.5</b>	<b>PSYC-1250 *Interpersonal Relations</b>	<b>4.5</b>
<i>Prerequisite: Prior computer coursework or experience</i>		Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.	
Introduction to features and capabilities of Microsoft Windows, including disk organization, file management, accessory applications, system customization, and maintenance. Command prompt commands for file management and batch file creation.		<b>PSYC-1810 *Introduction to Psychology</b>	<b>4.5</b>
<b>INFO-1214 *Program Design &amp; Problem Solving</b>	<b>4.5</b>	An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.	
<i>Prerequisites: INFO1151, INFO1161, and either appropriate math placement score or MATH0950, or by permission.</i>		<b>PSYC-2960 *Life-span Human Development</b>	<b>4.5</b>
Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.		<i>Prerequisites: PSYC1810 or SOC11010.</i>	
<b>INFO-1381 *Data Communications &amp; Networking</b>	<b>4.5</b>	Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.	
<i>Prerequisites: INFO1151 and INFO1161.</i>		<b>SOCI-1010 *Introduction to Sociology</b>	<b>4.5</b>
<b>MACH-1121 Manufacturing Processes</b>	<b>3.5</b>	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.	
Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.		<b>WELD-1110 SMAW Theory</b>	<b>2</b>
<b>MACH-1156 Blueprint Reading &amp; Drawing</b>	<b>3</b>	<i>Prerequisite: WELD1100.</i>	
Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.		Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Study and selection of power sources and electrodes.	
		<b>WELD-1112 SMAW Lab I</b>	<b>4</b>
<b>MACH-1173 Machine Tool Lab I</b>	<b>3.5</b>	<i>Prerequisite: WELD1110.</i>	
<i>Prerequisite: MACH1121 or special permission.</i>		Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.	
Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.		<b>WELD-1117 Oxyacetylene Theory</b>	<b>2</b>
<b>MACH-1174 Machine Tool Lab II</b>	<b>3</b>	<i>Prerequisite: WELD1100.</i>	
<i>Prerequisite: MACH1173.</i>		Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.	
Continuation of MACH 1173.		<b>WELD-1119 Oxy Welding &amp; Cutting</b>	<b>3</b>
<b>MEDA-1101 *Basic Medical Terminology</b>	<b>2</b>	<i>Prerequisite: WELD1117.</i>	
A basic study of word parts, medical terms, and abbreviations as it pertains to major body systems.		Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.	
<b>MEDA-1202 *Communication in Allied Health</b>	<b>3</b>	<b>WELD-1122 GMAW Theory</b>	<b>3</b>
For students in the healthcare field to identify effective communication skills, including verbal and nonverbal communication, threats and barriers to communication, and effective communication with health care peers and professionals. Communication differences related to multicultural differences, life stage development and life altering illness will be explored.		<i>Prerequisite: WELD1100.</i>	
<b>MEDT-1100 **Procedures in Phlebotomy</b>	<b>3.0</b>	Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.	
Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.		<b>WELD-1124 GMAW Lab I</b>	<b>3</b>
<b>NURA-1401 **Nursing Assistant</b>	<b>6.0</b>	<i>Prerequisite: WELD1122.</i>	
Completion of this course meets the Nebraska Department of Health and Human Services requirement for employment as a Nursing Assistant. The course includes classroom, nursing lab and clinical experiences in a health care facility.		Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	
		<b>WELD-1126 GMAW Lab II</b>	<b>3</b>
		<i>Prerequisite: WELD1124.</i>	
		Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	
		<b>WELD2251 FCAW I</b>	<b>2</b>
		<i>Prerequisite: WELD1122</i>	
		Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.	
		<b>WELD2252 FCAW II</b>	<b>2</b>
		<i>Prerequisite: WELD2251</i>	
		Continuation of FCAW1.	

\*=Online courses. \*\*=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.





## AGRICULTURE, HORTICULTURE & LIVESTOCK PATHWAYS

With hands-on activities in partnership with  
Agriculture Research Development  
Center - UNL East Campus



## CONSTRUCTION PATHWAY

With hands-on activities in partnership with  
Good Life Construction - Lincoln  
New Tech Construction - Nebraska City



## HEALTH SCIENCES & NURSING ASSISTANT PATHWAY

With hands-on activities in partnership with  
Bryan Platinates  
Bryan Simulator Lab  
Doane University Cadaver Lab  
Lincoln Corrections Center  
Methodist College - Omaha  
Nebraska Community Blood Bank  
Nebraska Correctional Youth Facility



## MANUFACTURING-ENERGY PATHWAY

With hands-on activities in partnership with  
Hornady Ammunition - Grand Island  
Metal Tech Partners



## BUSINESS PATHWAY

With hands-on activities in partnership with  
Business Plans Reviewed - SB Workshop  
Firespring  
Hudl  
Lincoln Chamber of Commerce  
Railyard  
SCC Entrepreneurship Center



## CRIMINAL JUSTICE PATHWAY

With hands-on activities in partnership with  
Lincoln Corrections Center  
Nebraska Correctional Youth Facility  
Saline County Courthouse - Wilber  
Saline County Sheriffs' Office



## MANUFACTURING-WELDING PATHWAY

With hands-on activities in partnership with  
CASE IH - Grand Island  
Cleaver Brooks  
Duncan Aviation  
Kawasaki  
Lincoln Industries  
Metal Tech Partners  
Reinke-Deshler  
Welding Competition



## COMPUTERS-NETWORKING/DATABASE/PROGRAMMING PATHWAY

With hands-on activities in partnership with  
Firespring  
Fiserv  
Five Nines - Lincoln  
Five Nines - Omaha  
Hudl  
Proxibid  
UNL Computer Science & Engineering



## EARLY CHILDHOOD EDUCATION & EDUCATION PATHWAYS

With hands-on activities in partnership with  
Lighthouse  
Lincoln Children's Museum  
Malone Center  
Prairie Hill Learning Center (Montessori)  
Touching Hearts Preschool at Faith Lutheran



# Nebraska Department of Education CTE Courses and Programs of Study

SCC #	Title	NDE Course Code
<b>Agriculture, Food, and Natural Resources Cluster</b>		
AGRI-1123	* Ag Occupation Exploration.....	011009
AGRI-1126	Introduction to Livestock Production.....	NDCTE
AGRI-1131	Crop & Food Science.....	014000
AGRI-1171	Ag Technology.....	NDCTE
AGRI-1177	* Companion Animals.....	011006
AGRI-1211	Fundamentals of Ag Marketing.....	011011
AGRI-1257	Live Animal Selection & Carcass Evaluation.....	011005
HORT-1130	* Introduction to Horticulture.....	011007
HORT-1154	Greenhouse Management.....	NDCTE
HORT-1216	Horticulture Business Management.....	NDCTE

## Business, Management and Administration Cluster

ACCT-1200	* Principles of Accounting I.....	030302
BSAD-1050	* Introduction to Business.....	032400
BSAD-2520	* Principles of Marketing.....	038201
BSAD-2540	* Principles of Management.....	032802
ENTR-1050	Introduction to Entrepreneurship.....	032600

## Finance Cluster

ECON-1200	* Personal Finance.....	033000
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## Education & Training Cluster

EDUC-1110	Introduction to Professional Education.....	350010
EDUC-2300	Special Education.....	NDCTE
EDUC-2590	Instructional Technology.....	NDCTE

## Human Services Cluster

ECED-1120	* Preschool Child Development.....	090119
ECED-1150	* Introduction to Early Childhood Education.....	090121
FSDT-1350	* Basic Nutrition.....	090124
PSYC-1250	* Interpersonal Relations.....	090116
PSYC-1810	* Introduction to Psychology.....	151200
PSYC-2960	* Life-Span Human Development.....	090123
SOCI-1010	* Introduction to Sociology.....	151300

## Health Sciences Cluster

HLTH-1040	**Medication Aide.....	077401
HLTH-1050	* Dental Terminology.....	NDCTE
HLTH-1060	* Comprehensive Medical Terminology.....	NDCTE
HLTH-1080	**Electrocardiograph (EKG) Technician.....	NDCTE
HLTH-1090	* Personal Care Aide.....	NDCTE
MEDA-1101	* Basic Medical Terminology.....	077600
MEDT-1100	**Procedures in Phlebotomy.....	077446
NURA-1401	**Nursing Assistant.....	077400

## Energy & Engineering Cluster

ENER-1100	* Energy Industry Fundamentals.....	100407
ENER-1110	Operator Safety.....	NDCTE
ENER-2102	Nuclear Energy.....	NDCTE
ENER-2130	Green Energy Technologies.....	100408



SCC #	Title	NDE Course Code
<b>Information Technology Cluster</b>		
INFO-1151	* Information Technology Fundamentals.....	270504
INFO-1161	Windows Operating Systems.....	NDCTE
INFO-1214	* Program Design & Problem Solving.....	NDCTE
INFO-1381	* Data Communications & Networking.....	270601

## Architecture & Construction Cluster

CNST-1123/1124	Concrete & Masonry Tools & Material I & II.....	NDCTE
CNST-1125/1126	Concrete & Masonry Applications I & II.....	NDCTE
CNST-1226/1227	Tools & Materials I & II.....	100100
CNST-1228/1229	Construction Processes & Practices I & II.....	100120

## Law, Public Safety Corrections & Security Cluster

CRIM-1010	* Intro to Criminal Justice.....	390015
CRIM-1030	* Courts & the Judicial System.....	390025
CRIM-2030	* Police & Society.....	390026
CRIM-2100	Juvenile Justice.....	NDCTE

## Manufacturing Cluster

WELD-1110/1112	SMAW Theory & Lab I.....	NDCTE
WELD-1117/1119	Oxyacetylene Theory & Oxy Welding & Cutting.....	016004
WELD-1122/1124	GMAW Theory & Lab I.....	101930
WELD-1126	GMAW Lab II.....	101940
WELD-2251	FCAW I.....	NDCTE
WELD-2252	FCAW II.....	NDCTE
MACH-1121	Manufacturing Processes.....	101401
MACH-1156	Blueprint Reading & Drawing.....	101401
MACH-1173	Machine Tool Lab I.....	101400
MACH-1174	Machine Tool Lab II.....	101401



Southeast Community College's SENCAP supports the Nebraska Department of Education's Career Education Model.

<https://www.education.ne.gov/nce/CareerClustersResources.html>

For more information on careers in Nebraska, go to

[www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org).

\* = SCC course available online. \*\* = 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.

NDCTE = Not Designated to a CTE Model Program



# SENCAP/DUAL CREDIT 2018-2019 CALENDAR



APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2018						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2018

13 Applications & Registrations Due for Fall 2018

## August

23 SENCAP & DC Advantage Courses begin

27 Last day to register for fall & yearlong courses

## September

5 Last day to drop a fall semester course w/refund

22 Last day to drop a yearlong course w/refund

26 Big Event Day

## October

3 SCC Fall Quarter Courses begin

11 Last day to drop a fall quarter course w/refund

19 Midterm grades due for Fall Semester

Principal Counselor Meeting @ ESU 6

Principal Counselor Meeting @ ESU 5

## November

9 Midterm grades due for Fall Quarter

Applications & Registrations Due for Spring 2019

17 Last day to drop Fall Semester course with a "W"

28 Last day to drop Fall Quarter course with a "W"

## December

18 Last day of semester & quarter courses

26 Midterm grades due for yearlong courses

## January 2019

7 SENCAP, DC Advantage Spring Semester & SCC Winter Quarter Begins

Last day to register for a spring semester course

10 Last day to drop a winter quarter course w/refund

14 Last day to drop a spring course w/refund

20 Principal Counselor Meeting @ ESU 6

Principal Counselor Meeting @ ESU 5

## February

10 Midterm grades due for winter quarter courses

27 Last day to drop yearlong course with a "W"

28 Last day to drop a winter quarter course w/refund

## March

5 Midterm grades due for Spring Semester courses

13 Professional Development Days begin

19 Last day of Winter Quarter

## April

3 Last day to drop a spring course with a "W"

12 Applications & Registrations Due for Fall 2019

## May

3 Last day of Spring and Yearlong Courses

## JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE 2019

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### SYMBOL KEY:



= Quarter Begin/End



= Applications Due



= Semester Begin/End



= College Closed



# General Information

## Eligibility Requirements

1. Students must be a high school junior or senior in good academic standing when SENCAP classes start. Sophomores must be approved by both a high school and college administrator.
2. Must be at least 16 years old (or permission).
3. Must have transportation to and from classes and the work-based learning experiences.
4. Must complete the SENCAP/DC Advantage application form, registration form and course prerequisites.

## Curriculum

Specific courses are determined by SCC faculty, secondary school officials and business partners. Based on classes taken, students may complete between 5-20 credit hours of college-level coursework.

## Calendar

A common calendar has been developed for all SENCAP classes. Students are expected to abide by the SENCAP calendar.

(Note: In some cases, if class is not in session at the high school, students are still expected to attend SCC classes. e.g. online classes)

## Course Capacity

Course capacities range from six to 25 students per class. Space may be limited due to the number of workstations, room size and equipment available.

## Registration

Students will begin registering for SENCAP classes at their local high school in April and October during dual-credit registration.

## College and High School Credit

SCC college credit is granted for the courses students successfully complete while enrolled in SENCAP. Each high school/district determines whether high school credit also is awarded for the SENCAP coursework. For information about transferring course credit to other higher education institutions (such as four-year colleges), visit with one of the Academic Transfer advisors.

## Grades

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class. Grades for the high school credit portion of the class will be the responsibility of the home school district.

## FERPA

Signature of both the student and the parent are required on the application if the student is under 18 years of age. NOTE: Students under the age of 18 who submit a form without parent/guardian signature will NOT be registered.

## Inclement Weather

If SCC is closed, SENCAP classes and activities will be cancelled. If your school district is closed, you DO NOT have to attend SENCAP classes or activities for that day. Check the Southeast Community College website ([www.southeast.edu](http://www.southeast.edu)) or check with your local K-12 school. (Note: Students taking classes online will still be expected to complete their assignments).

## Instructor Absences

In the event of an instructor's absence, SCC will attempt to hire a substitute instructor. If a substitute instructor is not available, an effort will be made to have a coordinator or high school staff member cover the class. If no one is available, the class will be cancelled. An attempt will be made, as soon as possible, to notify each individual student, either through the school or home, advising of the class cancellation.

## Work-Based Learning Component

A key part of the SENCAP program will be work-based learning experiences. The SENCAP Office will establish contacts in the business community and will help set up job shadowing experiences, tours, field trips, speakers, and Big Event Days (special programs held twice a year).

Students will complete a portfolio of their work-based learning experiences. This will be graded and will include summaries of the experiences as well as resumes, assignments and career and college research activities. Students in the SENCAP program are required to complete the career research activities and the career portfolio in order to receive high school credit.



# Student Responsibilities

## Attendance

Class attendance is taken. All absences or tardies are reported to the student's home school. Class attendance is mandatory.

## Confidentiality

A level of privacy exists in each career field. What students see in a place of business or health care facility should remain confidential. HIPAA regulations in local hospitals and other health care providers will be strictly enforced.

## Dress Code

Students must follow the dress code as stated by the coordinator, as well as what is dictated by professional safety standards. Individual classes and/or business sites may have dress codes by which students must abide.

## Transportation

Transportation to the appropriate SCC campus/center and/or internship/apprenticeship site is the responsibility of either the student or the local school district.

## To Apply

A SENCAP/DC Advantage application is available in the back of this guide or from your high school guidance counselor. Please submit the application and registration forms to your high school counselor.

## Questions?

Please contact your high school guidance counselor.

# SCC Student Advising Services

## The Career Advising Center can:

- Help you identify, assess, and understand your strengths, interests, values and personal characteristics which will help you make a thoughtful career choice.
- Work with you to learn the educational requirements and occupational outlook for careers of interest.
- Provide resources for further career exploration, job shadowing and/or informational interviewing.
- Assist with selecting and applying to any of the SCC programs.

You've found a pathway. Now, let SCC's Career Advising Center help you turn your pathway into a career!

To schedule an appointment, call us at:

Beatrice 402-228-8242      Lincoln 402-437-2620      Milford 402-761-8202

## Academic Transfer Advising

Meet with an SCC transfer advisor for guidance in your academic planning. An advisor can discuss your dual-credit courses and discuss transfer options with you. Please contact Academic Transfer advising with questions or to schedule an appointment.

Beatrice: 800-233-5027, ext. 1278

Lincoln: 402-437-2445 or 402-437-2470

Milford: 402-761-8283

email: [academictransfer@southeast.edu](mailto:academictransfer@southeast.edu)  
[www.southeast.edu/transfer-advising](http://www.southeast.edu/transfer-advising)

**INSTRUCTIONS:**

To enroll in **Southeast Nebraska Career Academy Partnership (SENCAP)** or **DC Advantage's dual-credit courses** you must complete this application. See reverse side for more information.

**FOR SCHOOL YEAR**

- ☐ **(2018-2019)** July 1, 2018-June 30, 2019
- ☐ **(2019-2020)** July 1, 2019-June 30, 2020

**APPLYING FOR**

- ☐ **SENCAP**
- ☐ **DC Advantage** (skip Academy Choice)
- ☐ **Both SENCAP and DC Advantage**

**ACADEMY CHOICE (SENCAP ONLY)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Agriculture   | <input type="checkbox"/> Construction              | <input type="checkbox"/> Health II                  |
| <input type="checkbox"/> Business  | <input type="checkbox"/> Criminal Justice          | <input type="checkbox"/> Horticulture               |
| <input type="checkbox"/> Computers-<br>Networking/<br>Database/<br>Programming | <input type="checkbox"/> Early Child.<br>Education | <input type="checkbox"/> Livestock                  |
|  | <input type="checkbox"/> Education                 | <input type="checkbox"/> Manufacturing -<br>Energy  |
|  | <input type="checkbox"/> Health I                  | <input type="checkbox"/> Manufacturing -<br>Welding |

**Student Information** (Please type or print neatly in black ink)

Student Name \_\_\_\_\_ Birth Date\* \_\_\_\_\_  
Last First Middle Initial mm/dd/yyyy

➔ Student Social Security Number \_\_\_\_\_ SCC ID# \_\_\_\_\_

Mailing Address/City/State/Zip \_\_\_\_\_

Student Cell Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_

Student Email Address (REQUIRED) \_\_\_\_\_

High School \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Gender: ☐ Male  
☐ Female

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 Pacific Islander  
☐ White

**Student:** I intend to enroll in SENCAP or DC Advantage courses during the school year. I have read and understand the guidelines, honor statement and release of information. I give permission for Southeast Community College to release information regarding my progress, attendance, grades and transcript to my high school records office, parent/guardian, and SENCAP coordinator. The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

**Parent/Guardian Information**

**Parent:** I give my student permission to enroll in dual-credit courses through SENCAP/DC Advantage during the school year. I understand I am responsible for all tuition and or fees associated with dual-credit courses less any scholarship or payments made by their high school or third parties. I am aware that if my student withdraws from a course after the tuition refund date, I am still responsible for tuition and fees. I understand that my student failing dual-credit courses has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation.

PRINT Parent/Guardian Name \_\_\_\_\_ Primary Phone# \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

**High School Permission**

*This student has demonstrated the ability to benefit from college-level courses and met all prerequisites. Approval is granted.*

PRINT Counselor/Administrator Name \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

Counselor/Administrator Signature \_\_\_\_\_

**Special Permission**

*\*Students under 16 years of age will not be accepted for admission into programs of study. Students under 16 may enroll in credit classes with special permission from the Southeast Community College Dean of Students.*

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

**OFFICE USE ONLY**

Data Entry

Date

## Application general information:

1. Enrollment of high school students at Southeast Community College is limited to students age 16 or older who have demonstrated the ability to be successful in college-level courses. Depending on conditions and/or situations, exceptions to the minimum age requirement may be granted. Requests are subject to approval by the Dean of Students before registration.
2. Classes taken for college credit will be recorded on a permanent college transcript.
3. The student is expected to continue high school which includes regular attendance and maintaining satisfactory academic progress.
4. Regular tuition and fees will be charged. Parents are responsible for all tuition and fees less any scholarships or payments made by the high schools or other third parties. PAYMENT DEADLINE for tuition and fees is on or before the first day of the course(s).
5. Students enrolled must abide by all Southeast Community College rules and regulations, including drop deadlines for tuition refunds.
6. Failing college classes has consequences and may cause a student to be ineligible for Federal Financial Aid after graduation.
7. Students may be responsible for the cost of textbooks. Please check with your high school.
8. This form must be completed and signed by the student, parent/guardian, and high school representative prior to registration.
9. If payment is not received, Southeast Community College reserves the right to withdraw the student or place a hold on the student's account which will affect the ability to register for future classes and/or to receive official college transcripts.

## Honor Statement

Participation in SCC's SENCAP/DC Advantage program requires a high level of commitment from the College, high school, students and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the College. During an appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as the SENCAP/DC Advantage calendar. In addition, the student is expected to follow SCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to abide by. Leaving early results in a tardy or an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and SCC in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, the SENCAP office, and high school counselors of problems and concerns while attending the College and/or internship.
- The student is required to be drug and alcohol free while attending the College. Appropriate action will be taken in accordance with SCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area, including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- Equipment provided by SENCAP must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged books and equipment will result in replacement fines to be paid by the student.

## Release of Information

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Information regarding FERPA can be found in the SCC catalog. Questions should be directed to the campus Registration and Records Office.

The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

Requests for student records and information must be in writing and directed to the campus Student Services Office.

When available, the student's physical address, email address and/or telephone number will be released at the discretion of the Student Services Office.

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having any information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom-day, not including Saturdays, Sundays and holidays, written notice to the campus Student Services Office to become effective.

### I give permission (or request) that Southeast Community College may use/release the following information:

Student name, Major field of study, Dates of attendance, Enrollment status, Most recent school attended, Degrees and awards received, Honors and awards received (including Dean's List and other academic honors), Participation in officially recognized co-curricular activities such as music, sports, Weight/height of athletic team members, Parking permit number and auto license number, Photographs/Video.

### This information may be released to the following individuals or organizations:

High school/college/university/educational institution; Media including television, radio, newspaper, social media.

## NonDiscrimination Policy

**Equal Opportunity/NonDiscrimination Policy** - It is the policy of Southeast Community College 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 Southeast Community 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 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 de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o 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.



## SCC Investment to SENCAP:

Southeast Community College has made a significant financial investment in the SENCAP program and to the 47 participating K-12 schools. SCC strongly believes that by providing opportunities for high school juniors and seniors to take dual-credit courses, as well as providing them with real-life career experiences, that students will be better prepared for the future world of work.

The College sees SENCAP as an avenue to increase economic development for the entire 15-county service area by establishing partnerships with local businesses and connecting them with our young people in these areas.

The Southeast Nebraska SENCAP Partnerships are between Southeast Community College, ESU 2, 3, 4, 5, and 6, area school districts, health care providers, and business and industry in 15 counties in southeast Nebraska.

## Strategic Plan - 2015-2019 SENCAP

Southeast Nebraska Career Academy Partnership and Dual-credit courses Strategic Goals:

- 1.2 Promote enrollment growth in career and technical programs based on student and employer demand.
- 1.4 Improve accessibility to programs and services among underserved populations.
- 1.5 Enhance articulation of courses to 4-year institutions.
- 2.1 Promote student success through initiatives designed to increase student engagement in the learning process.
- 4.4 Expand accessibility of programs and services for all 15 counties of the College's service area based on student, employer, and community demand.
- 4.5 Increase the number of students pursuing high-demand careers through TCA, SENCAP, and other recruitment and academic initiatives.
- 6.1 Strengthen partnerships with school districts and ESUs, in all 15 counties to promote higher education access and preparedness in relation to career and technical and academic transfer programs.
- 6.3 Strengthen partnerships with industry leaders in all economic sectors including health, manufacturing, technology, agriculture, business, finance, transportation, construction, and engineering to meet employer needs for a qualified workforce.
- 8.7 Strengthen capacity of SCC Foundation to provide support for student scholarships and other College programs and services.

## The SENCAP Mission

SENCAP is committed to preparing high school juniors and seniors to be both college- and career-ready by providing them with active, engaged and relevant learning opportunities.

## The SCC Mission

The mission of Southeast Community College is to empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.

## Core Values

Southeast Community College adheres to a set of core values that drive the decisions and actions of the institution.

**Excellence** – Commitment to the highest level of performance in all facets of the College's programs, services, and operations through effective investment and support of all assets.

**Integrity** – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.

**Innovation** – Commitment to inquiry and the respectful challenging of assumptions to promote creativity, alternative points of view, and opportunities for ongoing discovery.

**Inclusion** – Promotion of opportunities and advancement for a diverse and dynamic student, faculty/staff, and community population through the creation of a positive, compassionate, and reflective culture.

**Stewardship and Accountability** – Commitment to investment in appropriate resources in fulfillment of College's mission and goals and reliance on responsible management of human, physical, and financial resources.

## Limitations of Publication Information

This publication should not be considered a contract between SCC and any prospective student. SCC's Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice.

## SCC Board of Governors

Kathy Boellstorff, Johnson; Robert J. Feit, Lincoln; James J. Garver, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Steven Ottmann, Dorchester; Edward C. Price, Lincoln; Donald Reiman, Virginia; Lynn Schluckebier, Seward; Nancy A. Seim, Lincoln; Kristin Yates, Lincoln; Pat Galitz, Faculty Representative, Lincoln (Jan. 24, 2017)

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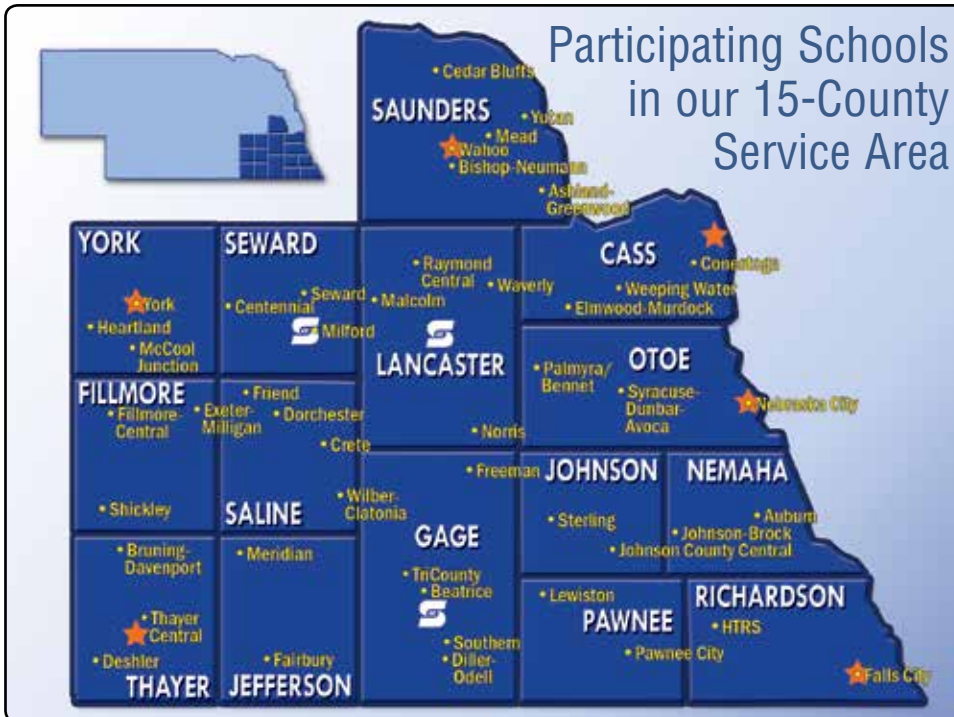
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- Lewiston
- Johnson County Central
- Malcolm
- Pawnee City



★ Southeast Community College has campuses in Beatrice, Lincoln and Milford with Learning Centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York.

A0159 Updated (12/18/17)



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- Lincoln Christian
- Lincoln East
- Lincoln High
- Lincoln Lutheran
- Lincoln North Star
- Lincoln Northeast
- Lincoln Parkview
- Lincoln Pius X
- Lincoln Southeast
- Lincoln Southwest
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