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SCC CONTINUING EDUCATION

SCHEDULE OF CLASSES

FALL 2011 (October 3–December 15, 2011)



YORK	SEWARD
FILLMORE	SALINE
THAYER	JEFFERSON

Proudly serving the communities of

**S O U T H E A S T
NEBRASKA**

Register by mail, phone, online or email with your local coordinator.

Classes are being held in cooperation with the communities and schools in your area and the Continuing Education Division of Southeast Community College.

www.southeast.edu
SCC Southeast community college

Welcome to Southeast Community College Continuing Education!

Southeast Community College offers a comprehensive package of courses - both **credit** and **non-credit** - to people throughout southeast Nebraska. Whether you are interested in pursuing a **new career**, upgrading your **skills**, developing recreational and cultural **interests**, preparing for high school completion tests, improving basic education skills, or taking a class **just for fun**, SCC makes the options available to you!

Non-credit courses are designed to enhance workforce skills, upgrade current skills, or for personal pleasure. Course offerings are based on community interest, need and demand. Each quarter new specialty classes appear and new academic and technical courses are added. Classes are small and instructors are attuned to the needs of adult learners.

Credit courses listed in this schedule may be taken without being admitted to an SCC degree program, and may or may not fit into SCC program requirements. If you would like to pursue a particular program of study, check with the Admissions Office to determine which courses are best to take through Continuing Education or how you may be admitted to the program.

Request program information and a College Catalog by calling the campus you wish to attend or by accessing the College Web site, **www.southeast.edu**.

REFUND POLICY!

For all Continuing Education non-credit courses, you **must** call the office and cancel the **day before** the class begins in order to receive 100% refund.

If you call the day the class starts or after, you will receive **no** refund.



Limitations of Schedule:

This schedule should not be considered a contract between Southeast

Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

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 at 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Please refer to the **SCC College Catalog** for policy information.

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 pública de Southeast Community College es de proveer equidad, y prohibe 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 Board of Governors - Lynn Schluckebier, Chair; Seward; Robert J. Feit, Vice Chair, Pickrell; James J. Garver, Secretary, Lincoln; Kathy Boellstorff, Treasurer, Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Dale Kruse, Beatrice; Terry Kubicek, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln. (Jan. 11)

The SCC Continuing Education USPS 024-108 (Volume 6, Number 8) class schedule is published 19 times per year (three times in January, one in February, four in March, two in May, one in June, one in August, four in September, and three in November). The SCC Continuing Education class schedule is produced by the Southeast Community College Continuing Education Division in cooperation with the Southeast Community College Public Information Office, 301 S. 68th Street Place, Lincoln, NE 68510. Application to mail at periodical postage rate has been approved at Lincoln, Nebraska. POSTMASTER: Send address changes to SCC Continuing Education, 301 S. 68th Street Place, Lincoln, NE 68510.

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WHERE CLASSES ARE HELD

Beatrice

SCC Southeast Community College, 4771 W. Scott Road
Reflections of the Soul Dance Studio, 118 N. 7th St.

Bruning

HS Bruning High School, 340 Carroll St.

Crete

ES Elementary School, 11th & Kingwood Ave.
HS High School, 1500 E. 15th
NTC Noah's Training Center, 910 W. 12th St.

Fairbury

FBC First Baptist Church, 901 F St.
FCC Fairbury Country Club, 56881 709th Road
JS Jefferson School, 924 K St.
PVA Parkview Apts, 105 W. Fifth St.
The Studio, 1002 G St.
UB Union Bank, 1313 K St.

Geneva

FCES Fillmore Central Elementary School, 255 N. 17th St.
FCHS Fillmore Central High School, 1410 L St.
FCMS Fillmore Central Middle School, 635 Sixth Ave.

Hebron

TCHS Thayer Central High School, 930 Eads Ave.
--

Henderson

HCHS Heartland Community High School, 1501 Front St.
--

Lincoln

SCC Southeast Community College, 8800 "O" St.

Milford

SCC Southeast Community College, 600 State St.
Thorndike Golf Club, 801 D St.

Seward

Civic Center, 616 Bradford
HS High School, 532 Northern Heights Drive
Pac "N" Save, 1519 W. Hwy. 34
Seward Country Club, 1046 Country Club Drive

Tri-County

HS Tri-County High School, 72520 Hwy. 103

Wilber-Clatonia

ES Wilber-Clatonia Elementary School, 500 W. Elm St.
HS Wilber-Clatonia High School, 900 S. Franklin

York

EO Extension Office, 2345 N. Nebraska Ave.
KL Kilgore Library, 520 Nebraska Ave.
MS York Middle School, 1730 N. Delaware Ave.
HS York High School, 1005 Duke Drive
York Country Club, 1016 W. Elm St.

REGISTRATION OPTIONS

1. Online
2. Mail your registration to SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510
3. Fax your registration to 402-437-2703
4. Call your local coordinator

SERVING THE COUNTIES OF

FILLMORE, GAGE, JEFFERSON, SALINE, SEWARD, THAYER & YORK

AREAS

LOCAL COORDINATORS

FILLMORE & THAYER COUNTY:

Becky Adkisson, Geneva, 402-759-3757, radkisson@southeast.edu

GAGE COUNTY:

Kelly Morgan, Beatrice, 402-228-8244, kmorgan@southeast.edu

SALINE & JEFFERSON COUNTY:

Doris Broz-Clauss, Wilber, 402-821-2547, dbroz@southeast.edu

SEWARD COUNTY:

Kirk McCoy, Seward, 402-643-3182, kmccoy@southeast.edu

YORK COUNTY:

Deb Schnell, York, 402-362-6700, dschnell@southeast.edu

ADULT EDUCATION

BASIC SKILLS/GED PREPARATION



AE/GED classes run continuously in locations throughout southeast Nebraska. Call for class site nearest you. Adult

Education classes help students improve their basic skills for work, school, employment, GED testing or self-satisfaction. Students are assessed during orientation to determine their specific needs and instruction is based accordingly. Morning, afternoon and evening classes are available in Beatrice, or students may work individually with a tutor. Teachers and tutors provide confidential instruction to all participants. *Please call the AE office to make an appointment for an orientation session. An annual \$20 registration fee is required for all classes.*

ESL

English as a Second Language classes focus on speaking, listening, and writing using the English language. Evening classes are offered in Beatrice. Individual instruction is available at other times and in other communities.

Please call the AE office to make an appointment for a placement interview. An annual \$20 registration fee is required for all classes.

CITIZENSHIP

SCC offers information on the steps in the Naturalization process and instruction in the key component of U.S. history and government that applicants must know for the USCIS interview. Candidates for U.S. citizenship must learn what it really means to participate in a democracy and the rights and responsibilities of U.S. citizens.

For more information on any above programs or classes, please call the Adult Education office at SCC - Beatrice, 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

VOLUNTEER TUTORS NEEDED



Volunteer tutors are an important part of our AE/GED program. Volunteer tutors assist students with GED preparation, English as a Second Language or basic skills in the areas of reading, math and language. Requirements for becoming a

volunteer tutor are simple: a high school diploma or GED and a willingness to help students learn! Two hours a week can help someone learn to read or get their GED diploma.

For more information on any above programs or classes, please call the Adult Education office at SCC - Beatrice, 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

All classes in this schedule are non-credit unless otherwise noted.

BUSINESS, COMPUTERS & PROFESSIONAL DEVELOPMENT

ACCOUNTING SOFTWARE

QuickBooks 2010 Level 1

Learn how to use the basic features and functions of the QuickBooks Pro software. Learn to create a company, use the check register, generate estimates and invoices, track credit cards, pay bills, create reports, and memorize transactions. Class teaches QuickBooks features, but does not customize features to participant's businesses.



Required book can be purchased in class. Contact your local coordinator for current book price.

Nov. 29-Dec. 8	T, Th	7-8:45 p.m.
York, MS	Boyden	\$39
ACCT-3525-CSTA		☞ QuickBooks

QuickBooks: Accounts Receivable

Learn the fundamentals of accounts receivable using the QuickBooks software.

Sept. 27-29	T, Th	6:30-8:30 p.m.
Geneva, FCHS	Haumont	\$29
ACCT-3813-CSHA		☞ QuickBooks

Nov. 2-9	W	6:30-8:30 p.m.
Hebron, TCHS	Haumont	\$29
ACCT-3813-CSIA		☞ QuickBooks

QuickBooks: Accounts Payable

Learn the fundamentals of accounts payable using the QuickBooks software.

Oct. 4-6	T, Th	6:30-8:30 p.m.
Geneva, FCHS	Haumont	\$29
ACCT-3814-CSHA		☞ QuickBooks

Nov. 16-23	W	6:30-8:30 p.m.
Hebron, TCHS	Haumont	\$29
ACCT-3814-CSIA		☞ QuickBooks

QuickBooks: Accounts Payroll

Learn how to use QuickBooks software to do regular payroll transactions, including the calculation of taxes and employee deductions.

Oct. 11-13	T, Th	6:30-8:30 p.m.
Geneva, FCHS	Haumont	\$29
ACCT-3812-CSHA		☞ QuickBooks
Nov. 30-Dec. 7	W	6:30-8:30 p.m.
Hebron, TCHS	Haumont	\$29
ACCT-3812-CSIA		☞ QuickBooks

BUSINESS



Growing the "Self" in Self-Employment

When you own your own business, success or failure rides on who you are and how you think and act. Developing your personal skills is just as important as growing your professional skills. Ignoring your personal beliefs and actions causes chaos in your business. This one-day workshop focuses on growing your "self," which will ultimately grow your business. Topics include:

- Interactive, beneficial training and personalized coaching
- Strategies to become an effective and efficient user of time, money, physical vitality, and creativity
- Identifying the current stage of you and your business, each stage's pitfalls and opportunities, and tools to move to the next stage.
- Specific principles and guidelines that open new and revitalizing possibilities, options and strategies.
- A workbook loaded with tools distilled from more than 20 years of work with highly successful people.

An hour lunch is on your own.

Oct. 4	T	9 a.m.-4 p.m.	
Seward, Civic Center		Thaller	\$89
ENTR-3100-CSOA		☞ Employment	

☞ Online Registration Key Word

Communication Skills Workshop

Many experts will tell you that the most important skill in business and personal life is effective communication. Unfortunately, most people are holding themselves back because they have not developed this skill. This powerful workshop combines all the skills you need to be successful. In this workshop you will learn:



- How to develop interpersonal communication skills
- How to hold effective meetings
- How to write effective email
- Effective phone skills
- Negotiation skills to help you win
- How to communicate with influence and persuasion
- How to give constructive feedback
- How to give effective presentations skills

You will leave with more than 50 pages of valuable handouts and the ability to communicate like an expert. This is ideal for individuals and organizations with limited time or training budgets.

Bill Cashell runs a training company called "Success," where he helps organizations and individuals improve communication and performance. An hour lunch is on your own.

Oct. 24	M	9 a.m.-5 p.m.
York, KL	Cashell	\$79
BSAD-3211-CSTA		☞ Communication

COMPUTERS & TECHNOLOGY

Computers for Senior Citizens

While open to anyone, this class is specifically designed for the senior citizen who wants to learn to use the computer. Topics include components of the computer, basic elements of the Windows



operating system, how to use the computer for letter writing and basic elements of the Internet. There will be time for in-class, hands-on practice and one-on-one assistance from the instructor to help you acquire basic computer skills.

It is strongly recommended that participants have a home computer to practice skills learned in class.

Tuition includes quick reference guide. NOTE: Sec. CSHB: Class will be held at 924 G St.

Oct. 5-26	W	6:30-8:30 p.m.
Geneva, FCHS	Haumont	\$45
ACSX-2228-CSHA		☞ Computers
Oct. 6-20	Th	6:30-9:10 p.m.
Hebron, TCHS	Likens	\$45
ACSX-2228-CSIA		☞ Computers
Oct. 10-31	M	6:30-8:30 p.m.
Crete, HS	Coe	\$45
ACSX-2228-CSVA		☞ Computers
Oct. 11-Nov. 1	T	5:30-7:30 p.m.
Fairbury, HS	McLellan	\$45
ACSX-2228-CSFA		☞ Computers
Nov. 1-22	T	2-4 p.m.
Geneva, See Desc.	Haumont	\$45
ACSX-2228-CSHB		☞ Computers

Computers for Senior Citizens Level 2

This course will review the skills learned in the Computers for Senior Citizens class. Additional topics may include working with files and folders, saving and deleting files and using the recycle bin. Internet topics will include Internet safety, search engines, organizing your favorites, Internet shopping, YouTube, and social media.

Nov. 7-28	M	6:30-8:30 p.m.
Crete, HS	Coe	\$45
ACSX-2222-CSVA		☞ Computer
Nov. 8-29	T	6:30-8:30 p.m.
Fairbury, HS	McLellan	\$45
ACSX-2222-CSFA		☞ Computer

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www.facebook.com/sccbeatricece

Troubleshooting for Computers

Few of us have the option of committing our adult lives to understanding the depths of technology, but a computer that won't boot up or access the Internet is nearly as time-affecting as a car that won't start. We will use this class time to work through the most common causes of technology snafus. The following are just a few of the problems that could be addressed: blue screen, nothing happens, repeated error messages, applications won't start, files won't save, can't get to the Internet, page not found or Internet is unavailable.

Come with questions and problems you have encountered.

Oct. 20	Th	6:30-8:30 p.m.
Fairbury, HS	McLellan	\$19
ACSX-2229-CSFA		☞ Computers



Getting to Know Mac

This course is designed to familiarize the user with the basic operation of the Macintosh operating system. Subjects will include using and navigating with the mouse, creating folders, organizing files, using the dock, and setting basic preferences. The basic elements of the Internet and email also will be discussed. This course is for the student who desires to learn basic computer skills.

Nov. 3-17	Th	6:30-8:30 p.m.
Geneva, FCHS	Haumont	\$29
VPUB-3612-CSHA		☞ Mac

Smartphone 101

Learn all the uses a smart phone has to offer, including navigating the menus, creating shortcuts, touch screen use, and backing up contacts and other important data. A summary of the best apps on the market and how to effectively use email also will be covered.

Oct. 10-17	M	6:30-8:30 p.m.
Geneva, FCHS	Gangstad	\$29
ACSX-2237-CSHA		☞ Smartphone

DIGITAL MEDIA

My Photo Story III

This class offers instruction on software from Microsoft. Students are asked to bring photos on a CD, flash drive or camera to download. A photo story, with or without music, will be created using the pictures. The photo story will be taken home on CD, flash drive, or uploaded to a server, then downloaded to a computer at home. It's great for weddings, anniversaries or graduations.

Oct. 18-25	T	6:30-8:30 p.m.
Hebron, TCHS	Craig	\$19
ACSX-2225-CSIA		☞ Photo
Oct. 24-27	M, Th	7-9 p.m.
Fairbury, HS	McLellan	\$19
ACSX-2225-CSFA		☞ Photo
Nov. 14-16	M, W	7-9 p.m.
York, MS	Boyden	\$19
ACSX-2225-CSTA		☞ Photo



Your Digital Camera Loves You

Do you want to get more out of your digital camera? This class is perfect for absolute beginners! We will answer questions like: What do all those different settings on my camera mean? What is a pixel and why should I care? How can I take better photos? What do I do after taking the photo?

Please bring your digital camera and manual to class.

Oct. 1	S	8 a.m.-Noon
Fairbury, HS	McLellan	\$49
ACSX-3608-CSFA		☞ Digital

☞ Online Registration Key Word

Using Digital Cameras

You will learn the basic functions of a digital camera. Class covers types of digital cameras, megapixels, optical vs. digital zoom, digital storage media, battery types, cost/value comparisons, memory management, red-eye reduction, and application presets. Beginning photographers interested in digital cameras and how to use them will enjoy this class.

You are encouraged to bring your digital cameras/software and docking station to class, if you have them, for one-on-one time to understand the specific functions of your particular camera and software. You are encouraged to bring a brown bag lunch.

Oct. 1	S	8 a.m.-3:30 p.m.
York, MS	Eckert	\$35
ACSX-3603-CSTA		☞ Digital

Digital Photography 101

Students will learn the basic functions of a digital camera. Class covers types of digital cameras, megapixels, optical vs.



digital zoom, digital storage media, battery types, cost/value comparisons, memory management, red-eye reduction and application presets. Beginning photographers interested in digital cameras and how to use them will enjoy this class.

You are encouraged to bring your digital cameras/software and docking station to class, if you have them, for one-on-one time to understand the specific functions of your particular camera and software.

Oct. 25-27	T, Th	6-9 p.m.
York, MS	Eckert	\$29
ACSX-3609-CSTA		☞ Digital

Create a Photo Book Using Shutterfly

Do you have hundreds of digital pictures on your computer that no one gets to see? Would you like to organize your photos into an album? This class will introduce you to the free online service, Shutterfly. This service has all the tools for creating your photo book with easy options for the beginner or creatively challenged. Each student will start a photo book and design two to four pages using various set-up options, colors, fonts, and backgrounds.

Bring to class: 12-15 pictures on a flash drive, CD, or a camera with a USB cord. Basic computer knowledge and Internet skills are needed to be successful.

Oct. 3	M	6:30-9:30 p.m.
York, MS	Boyd	\$15
ACSX-2006-CSTA		☞ Photo

I Have an iPod, Now What?

Discover how to maximize the use of your iPod. All iPods, from Nano to Touch, are welcome (and owners too). Topics include managing music, pictures, and applications; charging your iPod; and general maintenance.



Oct. 11	T	7-9 p.m.	
Seward, Civic Center		Kunce	\$19
ACSX-2231-CSOA		☞ iPod	

INTERNET TRAINING

Search Engine Optimization

Learn tips and tricks to optimize your site's ranking in all major search engines and drive traffic to your site using simple, straightforward techniques. Topics include keyword analysis, checking your rank, site design, content creation, and free tools. No Web design skills necessary.

Oct. 11-13	T, Th	6-9 p.m.
York, MS	Eckert	\$29
ACSX-2213-CSTA		☞ Search

Parenting & Technology



Keeping up with the traps and abuses of unbounded access to technology is hard work for parents. In this class, we will provide a good

foundation for parents who need an efficient way to learn about the tools available to them in setting boundaries within their own households when it comes to the use of technology. Topics covered will include parental controls and content filtering on Web sites, texting, social networking such as Facebook®, security and phishing scams with credit card use and identity/personal data, keeping a handle on the costs of cell phones, computer ware, repairs, and maintenance.

Sept. 26	M	6:30-8:30 p.m.	
Geneva, FCHS	Baltzer	\$19	
ACSX-2232-CSHA		☞ Technology	
Oct. 20	Th	7-9 p.m.	
Crete, HS	Coe	\$15	
ACSX-2232-CSVA		☞ Technology	

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Internet Freebies

Learn a variety of free Internet sites that can help you with all kinds of projects. There are image-editing sites, places to download and watch free movies, maps, shopping, emails, full textbooks, news, language translation, and videos. You will learn the tools you need to explore and enjoy the Internet for free.

Computer experience/knowledge necessary.

Nov. 3	Th	6:30-8:30 p.m.
Crete, HS	Coe	\$15
ACSX-2247-CSVA		☞ Internet

Intro to Web Site Building

Students will learn the basics of creating a Web site utilizing the Weebly Web site system. Class covers the set-up and overview of templates and the drag-and-drop functionality of Weebly Web sites. By the end of the class, each student will have their own personal Web site that they can add information, photos, and videos.



Students need a working email address prior to class. No Web/HTML experience necessary.

Oct. 4	T	6-9 p.m.
York, MS	Eckert	\$15
ACSX-2201-CSTA		☞ Web Site

Social Networking

The biggest growing age group using Facebook® is 30-40-years-olds. Learn how to use Facebook®, open an account, and keep up with friends from school, your children and grandchildren.

Sept. 29	Th	7-9 p.m.
York, MS	Eckert	\$15
ACSX-2214-CSTA		☞ Social

Email for Beginners

This class is for those with little or no experience using email. Topics will include establishing an email address, contact lists, email safety and attachments.



Oct. 1	S	8 a.m.-Noon
York, MS	Boyden	\$19
ACSX-2241-CSTA		☞ Email

Social Networking Sites: What They Are and How to Navigate Them

The use of social networking sites has dramatically increased in recent years. Today, more than 50 percent of teens and 35 percent of adults are using at least one type of SNS. These sites can have many personal and professional benefits. However, they also can pose many challenges and even risks to both adult and teen users alike. This community lesson will provide basic information about some of the most common SNS available and help audiences learn about appropriate and safe "netiquette" techniques in using these sites.

This Luncheon "Bites" Workshop is in cooperation with the UNL Extension Office. Students can bring their brown bag lunch.

Oct. 5	W	Noon-1 p.m.
York, KL	Krumbach	\$5
ACSX-2218-CSTB		☞ Social

Facebook® for Beginners

This class will teach the basics of using the social networking Web site Facebook®. This site is perfect for organizing reunions, keeping in touch with family and friends, researching, and advertising business.



Oct. 18-20	T, Th	7-9 p.m.
York, MS	Eckert	\$19
ACSX-2242-CSTA		☞ Facebook

Facebook®: What's It All About?

Learn the basics of using the social networking Web site Facebook®. This site is perfect for organizing reunions, keeping in touch with family and friends, researching and advertising for business.

Oct. 3	M	7-10 p.m.
Seward, HS	Jensen	\$15
ACSX-2210-CSOA		☞ Facebook

Oct. 10	M	6-9 p.m.
York, MS	Eckert	\$15
ACSX-2210-CSTA		☞ Facebook

Facebook® for Business

Prerequisite: Facebook® for Beginners or Facebook®: What's It All About?

Put your business on Facebook®. Learn how to set up your business account and get the most out of your Facebook® presence while reaching new markets. Your business opportunities are unlimited when you join what might be the fastest-growing social network in the world.

Oct. 10	M	7-10 p.m.
Seward, HS	Jensen	\$39
BSAD-3080-CSOA		☞ Facebook

☞ Online Registration Key Word

Take a Break for Business: The Five W's of Social Media

Are you curious about social media and what it means to your business? During this lunch session, we'll discuss the 5 W's: What, Who, Why, When and Where of social media. You'll be able to make a more informed decision as to how your business can best utilize social media in your marketing campaign.

Oct. 3 M 6:30-9:30 p.m.
Seward, HS \$29
BSAD-3925-CSOA ☞ Business

Twitter for Business

Take the next step into social media marketing and start "Tweeting." In this interactive class you will set up a Twitter account and learn the "language." We'll talk about how often to post, quality vs. quantity, and tips and tricks to managing Twitter.



Oct. 10 M 6:30-9:30 p.m.
Seward, HS Jensen \$39
BSAD-6433-CSOA ☞ Twitter

The Basics of Selling on eBay®

This class will show you how to sell on eBay®. Topics may include how to open an eBay® account, conduct research and create listings, set pricing, complete transactions, and shipping items.

There is a \$20 fee associated with this course payable in class. Optional: Students wanting to set up an eBay® account in class will need a credit or debit card and a valid email address. If you already have eBay® and PayPal® accounts, please know your personal information linked to these accounts and your user IDs and passwords. An hour lunch break is on your own.

Oct. 8 S 9 a.m.-4:30 p.m.
York, MS Hall \$89
INFO-3208-CSTA ☞ eBay

Nov. 5 S 9 a.m.-4:30 p.m.
York, MS Hall \$89
INFO-3208-CSTB ☞ eBay

Email for Senior Citizens

This class is for those with little or no experience using email. Topics will include establishing an email address, contact lists, email safety, and sending attachments.

Nov. 7-14 M 6:30-8:30 p.m.
Geneva, FCHS Baltzer \$18
ACSX-2241-CSHA ☞ Email

MICROSOFT OFFICE

MS Word 2007 Level 1

Learn the basic functions of the MS Word software in this hands-on class. Topics may include creating and navigating documents, editing and formatting text and page layouts, proofing, printing, using graphics and tables, and using the Help function.

Tuition includes a quick reference guide.

Oct. 25-Nov. 3 T, Th 7-9 p.m.
York, MS Boyden \$45
OFFT-3615-CSTA ☞ Word

MS Word 2007 Level 2

Students will review techniques learned in Beginning Word and move on to using more complex and advanced formatting, using sections and columns, printing labels and envelopes, and using graphics.

Nov. 8-17 T, Th 7-9 p.m.
York, MS Boyden \$45
OFFT-3631-CSTA ☞ Word

Word 2007 Crash Course: Advanced Techniques

This is a four-hour class to briefly discuss more advanced features of MS Word. Topics may include advanced formatting, mail merge and forms. Other advanced topics may be suggested in class by students.

Oct. 4-11 T 6:30-8:30 p.m.
Hebron, TCHS Craig \$45
OFFT-3740-CSIA ☞ Word

Excel 2010 Level 1

Learn the basic functions of MS Excel 2010 in this fast-track Workshop. You will learn how to create, format and edit spreadsheets while entering, editing and modifying data. Additional topics include formulas, functions and terminology.

An hour lunch is on your own. Required book can be purchased in class. Contact your local director for current price.

Oct. 1 S 8 a.m.-4 p.m.
Seward, Civic Center Penry \$89
OFFT-3890-CSOA ☞ Excel

Excel 2007 Level 1

Learn the basics of the MS Excel 2007 spreadsheet. Topics may include spreadsheet terminology, entering and editing data by creating a worksheet, modifying and formatting using simple formulas, sorting lists, working with graphics, and using the Help feature.

It is recommended that students have access to the software program to practice techniques learned between class sessions. A quick reference guide included in tuition.

Sept. 27-Oct. 6 T, Th 7-9 p.m.
York, MS Boyden \$45
OFFT-3650-CSTA ☞ Excel

Excel 2007 Level 2



Students should have some experience with Excel before taking this class. Students will review techniques learned in Beginning Excel and move on to using more complex formulas and formats for worksheets, linking data between

workbooks and managing workbook data, coordinating and changing table styles, and analyzing table data.

Oct. 11-20	T, Th	7-9 p.m.
York, MS	Boyden	\$45
OFFT-6004-CSTA		☞ Excel

PowerPoint 2007 Level 1

Learn the basic functions of the 2010 MS PowerPoint software. Learn as you create a presentation. Topics may include creating and formatting slides and text, drawing objects, Word Art, graphics, using templates, transition, timing, proofing, and printing.

A quick reference guide included in tuition.

Oct. 10-19	M, W	7-9 p.m.
York, MS	Boyden	\$45
OFFT-6008-CSTA		☞ PowerPoint

HEALTH / MEDICAL

How to Stay Young

This four-session workshop focuses on nutrition, spinal health, blood (healthy numbers), and exercise. The average life span today is 77.6 years and increasing.



Studies reveal that by 2050, 800,000 people will be living to be more than 100 years old. Long life reveals that we will have health problems after the age of 50 if we do nothing to prevent problems. Join Dr. Amy Hoppe as she explains how to take advantage of good health by avoiding and preventing spinal disorder, taking advantage of nutrition and exercise techniques, and by learning good numbers for your blood and body.

NOTE: Class will meet on Sept. 29, Oct. 13, Oct 27, and Nov 10.

See Desc.	Th	6:30-7:30 p.m.
York, MS	Hoppe	\$55
ACSX-7104-CSTA		☞ Young

☞ Online Registration Key Word

Aromatherapy 101

Since ancient times, humankind has used pure plant essential oils for their health benefits. Essential oils have many uses. Some are antiviral, anti-microbial or anti-fungal. Others soothe inflammation, relax tense muscles or enhance breathing. Learn what essential oils do, how they benefit your health and emotions, the difference between therapeutic and synthetic oils, and how to use them properly.

Sept. 29	Th	7-8 p.m.
Geneva, FCHS	Wusk	\$15
ACSX-8868-CSHA		☞ Aromatherapy

Infant Massage

Infant massage classes provide the opportunity for caregivers, parents, grandparents, and foster parents of infants three weeks of age to crawling, the ability to learn massage techniques. It is a powerful means to promote infant development and attachment with caregivers, while providing numerous physiological and emotional benefits. It can reduce pain associated with constipation, colic and general stress from delivery trauma and everyday life, as well as induce better sleep.

Oct. 25-Nov. 8	T	7-8 p.m.
Geneva, FCHS	Wusk	\$22
ACSX-7136-CSHA		☞ Infant

CPR/FIRST AID

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the AHA. Any fees charged for such a course, except a portion of the fees needed for AHA course material, do not represent income to the Association.



AHA CPR classes have low instructor/student ratios to ensure supervised practice time. Please read the course descriptions carefully to make sure the class meets the requirements from your employer, licensing agency or school. Tuition includes the cost of issuing a CPR card. Students will receive the CPR card within one month, upon successful completion of the course. Cards expire two years from the date of issue. (There will be a \$5 fee for any replacement card requested.)

You must attend the entire class you are enrolled in to receive a card. If you miss any part of your class, you must register and pay for another class. SCC requires three working days' notice to drop or change any class.

NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS. The cost of the book may be subject to change.



CPR-AHA Heartsaver® AED

This course teaches lay rescuers one-rescuer CPR and Foreign Body Airway Obstruction for victims of all ages, and Adult and Child Automated External Defibrillation. This course is recommended for people who respond to cardiovascular emergencies in the workplace.

Each student will need the current AHA Heartsaver® AED (ISBN 0-87493-467-2) text in class. Books will be distributed at the class. This class meets day care CPR requirement. **NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS.** Tuition includes book cost (\$16.48).

Oct. 18	T	6-9:30 p.m.
Geneva, FCHS		\$46.48
HLTH-3219-CSH2		☞ AHA
Nov. 1	T	6-9:30 p.m.
Hebron, TCHS		\$46.48
HLTH-3219-CSI2		☞ AHA

First Aid-AHA Heartsaver® First Aid

This course teaches the knowledge and skills needed to recognize emergencies and give first aid. This course is recommended for people who respond to first aid emergencies in the workplace.

Each student will need the current AHA Heartsaver® First Aid (ISBN 0-87493-477-X) text in class. Books will be distributed at the class. This class meets day care First Aid requirement. **NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS.** Tuition includes book cost (\$11.66).

Oct. 25	T	6-9:30 p.m.
Geneva, FCHS		\$41.33
HLTH-3204-CSH2		☞ AHA
Nov. 8	T	6-9:30 p.m.
Hebron, TCHS		\$41.33
HLTH-3204-CSI2		☞ AHA

For information on other CPR & First Aid classes offered by SCC, you may contact Mary Dorsey at 402-437-2552; 800-828-0072, ext. 2552; or mdorsey@southeast.edu.

EMERGENCY MEDICAL SERVICES

EMT I

Prerequisite: 18 years of age or older, or require special permission; have a current AHA Health Care Provider CPR or ARC Professional Rescuer CPR card; and proof of current immunizations (needed two weeks after class starts)

This course is part one of the required course for any person seeking to become a Nebraska state-certified Emergency Medical Technician. This course has been developed for individuals who desire to perform emergency medical care. The EMT course is divided into seven modules. The material covered in this course includes the first four modules.

Students who do not meet the above requirements will not be allowed to take the course. FIRST CLASS MEETING IS MANDATORY. SCC requires criminal background checks on all students taking courses that include experience in patient care settings. Required textbook, workbook and one-way valve are available at the SCC Bookstore or online at www.sccbookstore.com. (5 credits) Tuition includes liability fee, credit class fee, and criminal & abuse registry background check fee.

NOTE: No class

Nov. 24. Sec. LN01: Class is held at SCC Lincoln Campus, 8800 O St., Fire Protection Building Room 1. Saturday classes will be held on Oct. 22 and Nov. 19. Sec. BE11: Class is held at SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall Room 207. Saturday classes will be held on Oct. 29 and Nov. 12. For more information, please call Melanie Leseberg at 800-828-0072, ext. 2506, or mleseberg@southeast.edu.

Oct. 4-Dec. 15	T, Th	7-10 p.m.
	S	9 a.m.-4 p.m.
	Lincoln, See Desc.	Brown/Roker \$311.25
	EMTL-1301-LN01	
Oct. 4-Dec. 15	T, Th	7-10 p.m.
	S	9 a.m.-4 p.m.
	Beatrice, See Desc.	Hershberger \$311.25
	EMTL-1301-BE11	

EMT Refresher

The EMT Refresher meets the National Registry and state requirements for renewal.

Required book and one-way valve available in the SCC Bookstore, 8800 O St. or online at www.sccbookstore.com. NOTE: No class Nov. 24. Class on Dec. 13 will be held from 6-10 p.m. Class is held at the SCC Lincoln Campus, 8800 O St., Fire Protection Building, Room 1. For more information, please call Melanie Leseberg at 800-828-0072, ext. 2506, or mleseberg@southeast.edu.

Nov. 1-Dec. 13	T, Th	7-10 p.m.
Lincoln, See Desc.		Leseberg \$199
EMTL-3333-LNFA		☞ EMT

HEALTH OCCUPATIONS



Nursing Assistant

Completion of this class meets the Nebraska Department of Health requirement for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical

experience. State of Nebraska requires that Nursing Assistant students must be able to speak and understand English. Strict attendance policy is required.

SCC requires criminal background checks on students taking courses that include experience in patient care settings. For a current schedule of classes, please check out www.southeast.edu/continuing/Health/NursingAssistant.aspx. If you have questions, call 402-437-2700 or 800-828-0072.

Course Number: NURA-1401 Tuition: \$389.63 (includes liability fee, credit class fee and background check fee)

Medication Aide Training

Successful completion of this course allows you to apply to the state of Nebraska to be placed on the Medication Aide Registry. Nebraska requires that you be 18 years of age to work as a Medication Aide.



For a current schedule of classes, please check out www.southeast.edu/continuing/Health/medaide.aspx. If you have questions, call 402-437-2700 or 800-828-0072.

Course Number: NURS-3001 Tuition: \$195

☞ Medication

CUSTOMIZED ON-SITE TRAINING FOR BUSINESSES & ORGANIZATIONS

SCC provides ON-SITE TRAINING. This training can be customized to meet the specific training needs of the business. Grant writing assistance is provided to help offset the training costs for qualified employees.

Contact Ron Snyder, Training Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or rsnyder@southeast.edu.

INDUSTRIAL, TECHNICAL & VOCATIONAL TRADES

Basic Welding

Students will learn the basic welding techniques of arc, MIG, and oxy-acetylene welding. Instruction will include heavy structural and light metal fabrication, also proper torch and welder adjustments.

Students need to bring heavy denim or cotton shirts and/or jackets, leather gloves, and safety glasses. There is a \$15 fee associated with this course payable at the first class.



Oct. 12-Nov. 2	W	6-9 p.m.
Geneva, FCHS	VanDeWalle	\$49
WELD-4001-CSHA		☞ Welding
Nov. 1-22	T	6:30-9:30 p.m.
Tri Co, Shop	Wissenburg	\$49
WELD-4001-CSEA		☞ Welding

Gas Metal Arc Welding I (Steel)

This is an introduction to Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel, and welding processes on different joint configurations are included. There will be plenty of instructor-guided welding practice to prepare students for the workplace.

(3 credits) Students will have to supply their own safety glasses, leather gloves, arc welding helmet, and pliers. For a credit registration form, please contact Jerry Magorian at 800-828-0072, ext. 2508, or jmagorian@southeast.edu. Class will be held at Deshler Public School, Third and Plum, in the shop.

Sept. 21-Dec. 14	W	6:30-10 p.m.
Deshler, See Desc.		Kollath \$156.75
WELD-6085-OCUA		

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www.facebook.com/sccbeatricece

☞ Online Registration Key Word

Gas Metal Arc Welding (GMAW) II (Aluminum)

Prerequisite: Successful completion of WELD-6085 or appropriate AWS Certification

This class is intermediate to advanced instruction in Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of aluminum and welding processes on different joint configurations are included.

(3 credits) Students will have to supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, please contact Jerry Magorian at 800-828-0072, ext. 2508, or jmagorian@southeast.edu. Class will be held at Deshler Public School, Third and Plum, in the shop.

Sept. 19-Dec. 12 M 6:30-10 p.m.
Deshler, See Desc. \$156.75
WELD-6117-OCUA

PERSONAL INTEREST

ANIMAL CARE

Basic Dog Obedience

During this fun eight-week session you will learn how to train your dog to be a better companion. Points covered: to walk on a loose lead, to sit on command, to lie down, to come when called, to stay on command, and to become better socialized.



The first class is orientation for owners only. Do NOT bring your dog. The last session is learning tricks and a special recognition for you and your dog. Your dog must be at least four months old, and you must provide proof of current vaccinations. Class held at K-9 Coaching, 931 S. Grant Ave.

Sept. 27-Nov. 15 T 6-7 p.m.
York, See Desc. Johnson \$69
ACSX-1004-CSTA ☞ Dog

CPR for Pet Owners: Dogs & Cats

This course is designed for the pet lover. Topics covered will include recognizing an emergency, CPR, medication administration, and much more. The information in this course is not intended to substitute for veterinary care. Pet owners are encouraged to seek veterinary care as soon as possible after an injury or emergency.

Class held at K-9 Coaching, 931 S. Grant Ave.

Oct. 12 W 6-8 p.m.
York, See Desc. Johnson \$29
ACSX-1010-CSTA ☞ Pet

Dog Behavior

You will be taught skills to communicate with your dog in a manner in which the dog understands. We will incorporate dog psychology and canine genetics to help us accomplish our goals. At the end of the class, we will have dogs and their owners understanding each other better and working together as a team.

Dogs must be current on vaccinations and have a correction collar and six-foot leash. We will break at 11:30 for lunch. Class will be held at the city park, 713 Washington, behind the Post Office.

Oct. 1 S 9 a.m.-1:30 p.m.
Dorchester, Park Elwood \$29
ACSX-1005-CSEA ☞ Dog

ARTS & CRAFTS

An Eye for Art

This class is for the student who has experience working with acrylic paints, yet wants to learn more. Whether your passion is for landscapes, flowers, or buildings, this class will address your individual questions and interests. Students will learn how to identify the little things that make a big difference in paintings. Students will leave with a finished work.

This is a \$20 fee associated with this course payable in class.

Oct. 18 T 6:30-8:30 p.m.
Dorchester, HS Art Room Pieper \$15
ACSX-7526-CSVA ☞ Art

Sketchbook

Are your art materials packed away, waiting for a day you aren't so busy? Is that a day that never comes? Maybe keeping a sketchbook is an answer to your wish to become



more accomplished in observation and drawing. We'll take a field trip around York, getting you started with basic instruction in landscape, building vignettes, figure drawing, and still life.

Bring a 5.5-inch by 8.5-inch hardcover (or wirebound) sketchbook, a pencil, and any black ink (or gel) pen. Other tools for experimentation will be provided. On the schedule are sketches at a coffeehouse in mid-morning and lunch at Chances "R." No drawing experience is necessary. Tuition does not include coffee or lunch. You may opt out of both expenses, but can still meet to sketch at both places. Instructor will provide itinerary at class. We will carpool to the various locations.

Oct. 1 S 9 a.m.-2 p.m.
York, MS Krysl \$29
ACSX-1640-CSTA ☞ Sketchbook

Beading for Beginners

Participants will learn basic techniques for making beading jewelry. Participants will have the opportunity to "make and take" either a bracelet or a necklace of their own color choice.



There is a \$3 to \$5 fee associated with this course payable in class.

Oct. 24	M	6:30-8:30 p.m.	
Wilber, HS	Brown	\$12	
ACSX-8896-CSWA			🔄 Beading

Embellished Mirror

Students will make a 12-inch by 16-inch mirrored wall hanging and embellish it with colored mirrored glass, mirrored bevels, stained glass, and other items of interest. This makes a great piece of wall art or gift.

Oct. 22	S	1-3 p.m.	
York, MS	Art Glass Unlimited	\$79	
ACSX-6274-CSTA			🔄 Mirror

Photo Memory Book

Have you always wanted to create a photo book but didn't know where to start? Join this fun class where you will be creating a memory book to give as a gift or to keep for yourself. Your finished project will consist of 20 eight-inch by 10-inch photo pages complete with titles and/or comments bound in a hard-cover book.

Nov. 9	W	6-9 p.m.	
York, MS	Boyd	\$15	
ACSX-2003-CSTA			🔄 Memory

Winter Greenery Arrangements

Learn how to use your patio containers all year with winter greenery and woody ornamentals. We will discuss the design elements used in arranging the greenery: color, texture, shape, and size. Let us teach you how to "spruce" up your containers with fresh evergreens and red-twig dogwoods that will brighten up any area this winter season!

Tuition includes container, soil and evergreen ornamentals. Registration deadline is one week before class. Class will be held at Harmony Nursery and Daylily Farm, 5.75 miles west of Benedict on Road 22.

Dec. 1	Th	7-9 p.m.	
See Desc.	Harrington	\$29	
ACSX-1400-CSTA			🔄 Arrangements

Coin Collecting 101

Ever inherit or acquire a bunch of old coins or discover some coins you put away 30 years ago? Maybe you've heard that buying gold or silver is a smart move. Join Tom Bassett, a past president of the Lincoln and Nebraska State Coin clubs, and learn about evaluating, grading, buying, and selling coins. Bring a handful of coins to class to be appraised.

Oct. 19	W	6:30-9 p.m.	
York, MS	Bassett	\$29	
ACSX-9333-CSTA			🔄 Collecting

Beginning Scrapbooking

Have you always wanted to start scrapbooking? Here is your chance to have all the tools and expert help. Experience creating in an "inspiring" setting while you design pages for your scrapbook! Students will learn to use different scrapbooking materials, including trimmers and adhesives. Every student will have the opportunity to complete a two-page layout.

Class will be held at A Little Inspiration, 966 G St. Limited to the first eight paid registrations. Registration deadline is Oct. 21. There is a \$10 fee associated with this course payable in class.

Oct. 26	W	7-9 p.m.	
Geneva, See Desc.		\$10	
ACSX-2007-CSHA			🔄 Scrapbooking

Beginning Card Making

Enjoy an evening of creating cards in a warm, inviting setting. Students will learn to make unique, one-of-a-kind cards using rubber stamps, punches, a paper embosser, and the Cricut machine. Everyone will have the opportunity to make at least two cards.

Class will be held at A Little Inspiration, 966 G St. Limited to the first eight paid registrations. Registration deadline is Nov. 4. There is a \$10 fee associated with this course payable in class.

Nov. 10	Th	7-9 p.m.	
Geneva, See Desc.		\$10	
ACSX-2018-CSHA			🔄 Card

Cricut Tips & Tricks

Discover how to effectively use your Cricut machine creatively and properly. We will create a greeting card and, in the process, learn how to cut basic letters and images. Machine care and use of mats and paper also will be discussed. Learn what all those functions and buttons can do.

Bring your machine, extension cord, mat, and cartridge (preferably a font such as George & Basic or something similar), adhesive, and paper trimmer.

NOTE: This class is held on the SCC Beatrice Campus, 4771 W. Scott Road, Room TBA.

Oct. 18	T	6:30-8:30 p.m.	
Beatrice, See Desc.	Harms	\$19	
BBBX-1796-BEFA			🔄 Cricut

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www.facebook.com/sccbeatricece

🔄 Online Registration Key Word

Storybook Creator: Your Memories Digitized

Take your scrapbooking to the next level. This course will introduce you to digital scrapbooking. Learn how to edit and crop your photos and make them print-ready. Then learn how to organize your photos and produce a digital scrapbook. It is as easy as the stroke of a computer key.

This is a demonstration class on the new digital software Storybook Creator 3.0. Software purchase is not necessary. NOTE: This class is held on the SCC Beatrice Campus, 4771 W. Scott Road, Room TBA.

Oct. 15	S	9:30-11 a.m.	
Beatrice, See Desc.		Harms	\$15
BBBX-1841-BEFA		☞ Storybook	

Snafish & Winkflash & Shutterfly, Oh My!

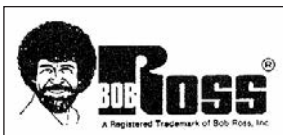
Learn how to upload, order, and store your photos online. There are many companies out there. We'll explore the most popular online photo developing companies and discuss the benefits of using them as a storage site. Practice uploading and ordering. Set up your free accounts and get started with some free photos. This will be a very interesting and hands-on class as we work in the computer lab.

Bring a CD of photos if you want. (Students will receive a sample photo from each company. NOTE: This class is held on the SCC Beatrice Campus, 4771 W. Scott Road, Room TBA.

Oct. 22	S	9:30-11:30 a.m.	
Beatrice, See Desc.		Van Winkle	\$15
BBBX-1645-BEFA		☞ Snafish	

BOB ROSS PAINTING

This class is designed for painters of all abilities, including beginners.



Enjoy a relaxing time painting. It is an excellent stress reliever and offers a wonderful sense of accomplishment. NOTE: Finished painting does not include a frame. Students will take home their completed painting.

Bob Ross: Mountain Summit

Capture the beauty of a distant mountain overlooking a lake surrounded by bushes and trees.

There is a \$20 fee associated with this course payable in class. A 30-minute lunch break is on your own. Sack lunch and beverage is suggested.

Nov. 5	S	9:30 a.m.-3:30 p.m.	
York, MS	Belik	\$29	
ACSX-1625-CSTA		☞ Ross	

Bob Ross: Cabin at Dawn

A rustic cabin sits on the edge of a distant field highlighted in the glowing sunrise.

There is a \$20 fee associated with this course payable in class.

Oct. 5	W	5-10 p.m.	
Seward, HS	Belik	\$29	
ACSX-1627-CSOA		☞ Ross	

Bob Ross: Days Gone By

An old barn withers away at the side of an old abandoned road.

There is a \$20 fee associated with this course payable in class.

Oct. 19	W	5-10 p.m.	
Seward, HS	Belik	\$29	
ACSX-1627-CSOB		☞ Ross	

Mountain Summit

Capture the beauty of a distant mountain overlooking a lake surrounded by bushes and trees.



There is a \$20 fee associated with this course payable in class.

Nov. 2	W	5-10 p.m.	
Seward, HS	Belik	\$29	
ACSX-1627-CSOC		☞ Ross	



Adult Pottery

Learn to make decorative and functional ware from clay. Each student also will learn to make pottery on the potter's wheel. Through hands-on experience, students will learn the process of centering, pulling, shaping, and trimming a pot. Glazing techniques will be taught, and students will become familiar with pottery terms, equipment, tools, and materials.

There is a \$42 fee associated with this course payable at the first class. Workshop is held at Whistle Stop Pottery, 125 E. 16th St.

Oct. 4-Nov. 8	T	6-8:30 p.m.	
York, See Desc.	Rathje	\$129	
ACSX-2108-CSTA		☞ Pottery	

CHILDREN & FAMILIES

Co-Parenting: Working Together for Your Children

This three-hour workshop meets the requirements of the Nebraska Parenting Act. Topics include: stages of adjustment to parental separation/divorce for parents and children, conflict resolution, stress management and other co-parenting issues.



Call 437-2713; 800-828-0072; or email nholman@southeast.edu for a detailed brochure. Class will be held at the SCC Continuing Education Center, 301 S. 68th St. Place.

Oct. 1	S	9 a.m.-Noon	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEUG				
Oct. 3	M	5:30-8:30 p.m.	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEFA				
Nov. 5	S	9 a.m.-Noon	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEFB				
Nov. 7	M	5:30-8:30 p.m.	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEFC				
Dec. 3	S	9 a.m.-Noon	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEFD				
Dec. 5	M	5:30-8:30 p.m.	\$40	☞ Parenting
Lincoln, See Desc. ECED-4000-CEFE				



FOODS

Healthy Meals for Kids 6-12

This program, "Growing Healthy Kids Through Nutrition, Physical Activity and Self-Esteem," will

focus on helping Nebraska children and their families develop basic skills in food preparation in order to plan and make healthy meals and snacks; adopt a family physical activity plan and develop a positive and healthy self-esteem for the entire family. Whether you are a parent, grandparent or family friend, this program will help you better support the health of children.

This Luncheon "Bites" Workshop is in cooperation with the UNL Extension Office. Students can bring their brown bag lunch.

Sept. 28	W	Noon-1 p.m.	\$5	☞ Healthy
York, KL Krumbach ACSX-2218-CSTA				

Gluten Free & Loving It

If you are gluten intolerant, or know someone who is, this is the class for you. Enjoy a day of cooking with discovery, discussion and demonstration that will include:

- A look at flours and products that are available to widen your food choices (millet, quinoa and almond flours will be available for you to try.)
- Safeguarding your work space against cross-contamination.
- A look at processed mixes and quick foods now available and where to get gluten-free products.
- We will bake several items: ALL gluten-free and scrumptious!
- Old-fashioned biscuit and gravy breakfast using three different biscuit recipes
- Fried chicken and the bun to put it on!
- Use different flours in cookies, cheese crackers and a two-crust fruit pie.

NOTE: This class is held on the SCC Beatrice Campus, 4771 W. Scott Road.

Oct. 1	S	8:30 a.m.-3:30 p.m.	\$89
Beatrice, See Desc. Gfeller BBBX-1781-BEFA			
☞ Gluten			

Homemade Pickles & More

Learn how to make various pickled foods, including dill pickles, beets, dill green beans, and more. Class includes handouts and samples.



Oct. 4	T	6:30-8:30 p.m.	\$12
Dorchester, TBA Broz-Clauss ACSX-9121-CSVA			
☞ Pickles			

Campfire Cooking

Get ready for outdoor campfire cooking. Stew, pie, and cobbler will be cooked in cast iron cookware outdoors. You may bring your own utensils, and your appetite!

NOTE: Sec. CSVA: Class is held at Legion Park, South Hwy 103.

Oct. 15	S	1-3 p.m.	\$29
York, MS Windham ACSX-9127-CSTA			
☞ Cooking			
Oct. 23	U	5-7 p.m.	\$29
Wilber, See Desc. Clauss ACSX-9127-CSVA			
☞ Cooking			

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☞ Online Registration Key Word

Holiday Food Gift Giving

Delight family and friends with homemade gifts for the food lover on your list. The instructors will demonstrate making peanut brittle, fudge, glazed nuts, Jezebel sauce for crackers, and a few other items. A lesson on how to properly wrap it up for the holidays also will be included.

Registration deadline is Oct. 10.

Oct. 17	M	6:30-8:30 p.m.
York, MS	Sautter	\$19
ACSX-6101-CSTA		☞ Holiday

Dinner's in the Freezer

Imagine how much easier life would be if you came home from a busy work day and dinner just needed to be warmed up. Cooking ahead and freezing nutritious and delicious meals makes this a reality. We will discover the various options of cooking ahead, how to safely freeze food and preserve quality, what freezes well and what doesn't, and how to store a month's worth of meals in your refrigerator freezer. Additional resources and recipes also will be available.

Oct. 17	M	7-9 p.m.
York, MS	Lott	\$15
ACSX-9108-CSTA		☞ Dinner

Authentic Mexican Cooking



Experience the flavors of Mexico in this class.

Students will have the opportunity to receive recipes and learn how to prepare authentic Mexican enchiladas and flan.

There will be

delicious samples of the finished products, of course.

Oct. 25	T	6:30-8:30 p.m.
Dorchester, HS	Mendoza	\$15
ACSX-6150-CSVA		☞ Cooking

Sausage Making Made Easy

If you have ever wanted to learn the basics of sausage making or how to smoke that perfect turkey, this is the class for you. The course will cover casing, spices, type of meat to use (including deer and elk), stuffing, smoking, and ideas to make a simple smoker.

Class will be held at the Meat Market, 119 W. 3rd St.

Nov. 1	T	6:30-8:30 p.m.
Wilber, See Desc.	Hynek	\$15
ACSX-9123-CSWA		☞ Sausage

Healthy Eating During the Holidays

The holidays have long been a time for self-indulgence when it comes to food. Is gaining the traditional 5-7 pounds this holiday season something you would rather not participate in? If so join us as we share secrets to re-do some of your holiday recipes, give you tips on portion control, show you how to make easy, great tasting items—and when we're done, sample what we've made!

There is a \$6 fee associated with this course payable in class.

Nov. 15	T	6:30-8:30 p.m.
Dorchester, HS	Nagel	\$15
ACSX-0697-CSVA		☞ Foods

Beginning Cake Decorating

Learn to use basic flowers, borders, roses, and writing techniques to create beautiful cakes of your own.

There is a \$5 fee associated with this course payable in class.

Nov. 8	T	6:30-8:30 p.m.
Fairbury, HS	Schwisow	\$12
ACSX-9120-CSWA		☞ Cake

Natural Foods

Grinding (whole grain), drying (fruit, vegetable, etc.), sprouting (kitchen gardening), yogging (yogurt making) are all methods for cutting your food bill and increasing your nutrition.



Class held at studio, 819 Boswell.

Nov. 10	Th	6:30-8 p.m.
Crete, See Desc.	Freeouf	\$9
ACSX-9121-CSVA		☞ Foods

Bread Making in Your Food Processor

Learn how to make bread using your food processor. This is an easy, no-mess way to make delicious yeast breads just in time for the holidays!

There is a \$5 fee associated with this course payable in class.

Dec. 3	S	9 a.m.-Noon
Hebron, TCHS	Votipka	\$18
ACSX-9126-CSIA		☞ Bread

JEWELRY

Kiln-Fired Dichroic Glass Jewelry

Make the same designer glass jewelry that you see at art shows! Each student will learn the art of layering glass, stringers and dichroic glass to make eight to 10 one-of-a-kind pieces that you can take home. Pendants, earrings, pins, and even bottle stoppers are all created in this class. They make great gifts!

Oct. 22	S	10 a.m.-Noon	
York, MS	Art Glass Unlimited		\$79
ACSX-0600-CSTA		☞ Kiln	

KIDS' CLASSES

Spa Gifts for Mom & Dad (For Kids Accompanied by an Adult)

Accompany your son or daughter who is over the age of 8 to a fun, interactive gift-making workshop. We will talk about some of the basics of essential oils, then we will make great smelling gifts for family and friends using essential oils and natural products. Bath salt, body scrub, and foot powder will be made with natural products using foods we can find in the kitchen with oils added to them.

All supplies are included. Each team will make four gifts.

Dec. 1	Th	6:30-8 p.m.
Tri County, HS	Bolam	\$29
		☞ Spa
Dec. 3	S	9-10:30 a.m.
Dorchester, HS	Bolam	\$29
		☞ Spa

Cut-Out Cookies for Kids

Let's carry on the tradition. Come for an evening of baking and decorating holiday cookies.

This class is designed for an adult and a child age 6-15. Only the adult needs to register. You will take home cookies to share with friends and family. There is an \$8 fee associated with this course payable in class.



Dec. 9	F	6-9 p.m.
Dorchester, HS	Broz-Clauss	\$15
		☞ Cookies

Pottery for Adults & Preschoolers

Children will learn basic hand-built methods by creating various items from clay. Techniques include pinch, coil, slab, and mold. Wheel-throwing will be demonstrated. See your child's creativity emerge as they explore the fun of working with clay. Parents will assist their children in making projects.

This class is offered to parents with toddlers 3-5 years of age. There is a \$32 fee associated with this course payable at the first class. Workshop is held at Whistle Stop Pottery, 125 E. 16th St.

Oct. 5-Nov. 9	W	1-2 p.m.
York, See Desc.	Rathje	\$65
		☞ Pottery

Children's Pottery Ages 6-9

Children will learn basic hand-built methods by creating various items from clay. Techniques include pinch, coil, slab, and mold. Children also will learn how to use a potter's wheel. See your child's creativity emerge as they explore the fun of working with clay.

There is a \$32 fee associated with this course payable at the first class. Workshop is held at Whistle Stop Pottery, 125 E. 16th St.

Oct. 5-Nov. 9	W	4-5 p.m.
York, See Desc.	Rathje	\$65
		☞ Pottery

Children's Pottery Ages 10-12

Children learn the basics in pottery making with an emphasis on wheel-throwing techniques.



Handbill methods also will be explored through pinch, coil, mold, and slab techniques.

There is a \$32 fee associated with this course payable at the first class. Workshop is held at Whistle Stop Pottery, 125 E. 16th St.

Oct. 4-Nov. 8	T	4-5 p.m.
York, See Desc.	Rathje	\$65
		☞ Pottery

MUSIC



Beginning Guitar I

This class offers beginning guitar instruction. Learn several basic chords, tuning and strumming techniques.

No music knowledge required. A guitar is required.

Oct. 3-Nov. 7	M	7-7:30 p.m.
York, MS	Tandy	\$45
		☞ Guitar

Beginning Guitar II

If you have taken the Beginning Guitar class or have basic guitar knowledge, this is an opportunity to move to the next level. A quick review will precede more advanced chords, styles of strumming, finger picking, and use of a capo.

A guitar is required.

Nov. 14-Dec. 19	M	7-7:30 p.m.
York, MS	Tandy	\$45
		☞ Guitar

☞ Online Registration Key Word

Song Writing

Learn the basics of writing a song. The course will cover how to initiate writing a song based on lyrics, melody, rhythms, or chord progressions. The course also will touch on copyright registration and elements of copyright law.

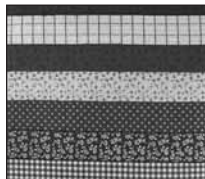


You will need a voice recorder, a notebook, a pencil and some blank music paper. The instructor was a professional folk singer and published songwriter during the 1970s, has sold more than 20 secular songs to publishers, as well as others, for which he has retained the copyrights. He also has written more than 30 Christian songs, many of which have been performed on various television broadcasts, and several have been performed in Greek for broadcast on various cable networks in the U.S. and Canada.

Oct. 25-Nov. 15 T 6:30-8:30 p.m.
Fairbury, HS Bryan \$39
ACSX-4800-CSFA ☞ Song

NEEDLEWORK & SEWING

Strip Quilting Technique



If you're looking for a quick quilting project that will yield a finished product that looks more intricate than it actually is, make a strip quilt. The strip quilt method is an ideal design for quilting novices, as it

doesn't require you to cut pieces from different templates or do labor-intensive hand-piecing. Strip quilting is ideal for baby and lap quilts, and their smaller size means you won't have to work with strips of unwieldy lengths.

There will be "homework." You can choose from three designs. For more details, call Mary at 402-223-9097.

Oct. 4-18 T 6:30-8:30 p.m.
Tri Co, HS Ourecky \$29
ACSX-7508-CSEA ☞ Quilting

Braided Rug

Make something new that's useful and beautiful out of something old and unwanted. Oversized, corporate-logo T-shirts are a plentiful resource at your local thrift store, or maybe even in your own closet. Cut them into strips and crochet them into rugs like your grandmother's old braided rag rugs, but much easier to make!

Bring K or J crochet hook.

Oct. 10 M 6:30-8:30 p.m.
Wilber, HS Library Mulready \$12
ACSX-8236-CSWA ☞ Rug

Beginning Knitting

In this class, students will learn basic knitting techniques. Emphasis will be on the garter stitch. Students will learn that with changing the texture of yarn and needle size, they will be able to create one-of-a-kind projects. Several examples will be on hand. This is a great class before the holidays.



Classes will be held at the instructor's home in Shickley, NE. Directions will be given upon registration. Supply list: light-colored worsted weight yarn and size 8 needles. There is a \$10 fee associated with this course payable at the first class.

Nov. 7-21 M 6-8 p.m.
Shickley, See Desc. Brinkman \$30
ACSX-9693-CSHA ☞ Knitting

PERSONAL DEVELOPMENT

The Little Black Dress



The Little Black Dress started in the Victorian decade and was worn during times of mourning. Travel through time with the dress and see how it advanced through the years highlighting Coco Chanel and Audrey Hepburn and ending with the cocktail dress that we recognize today.

Presenter Sue McClain has been collecting vintage clothing since 1985 and has been entertaining groups with her collections for years. This workshop includes a tour of Sue's shop, "Yesterday's Lady," dessert and refreshments. Participants are

encouraged to wear their own little black dress or favorite black outfit. Workshop will be held at Yesterday's Lady, 113 N. Fifth St.

Oct. 8 S 1-2:30 p.m.
Beatrice, See Desc. McLain \$19
ACSX-8866-CSVA ☞ Dress

Life by Design

What will your life be like next year? What about five years from now? If you are like most people, you take what life gives you and react to the circumstance, hoping that things will get better. This exciting new program provides a comprehensive set of skills and strategic approaches to intentional living. If you want to make the transition from reacting to circumstances to living intentionally, everything you need is here.

Oct. 24 M 6-9 p.m.
York, KL Cashell \$39
ACSX-0738-CSTA ☞ Design

Making It Happen: Building Positive Relationships with Children

Did you know that intentionally working toward building positive relationships with children greatly influences their social, cognitive, and emotional development? This interactive lesson will invite caregivers and parents to consider ways to build positive, nurturing, responsive, and dependable relationships with the infants, toddlers, and/or preschoolers in their care. Participants will receive several resources and strategies sure to support and encourage a young child's healthy growth and development.

This Luncheon "Bites" Workshop is in cooperation with the UNL Extension Office. Students can bring their brown bag lunch.

Oct. 12	W	Noon-1 p.m.
York, KL	Krumbach	\$5
ACSX-2218-CSTC		☞ Happen

Weight Loss Hypnosis



Lose weight with Hypnosis, EFT, and Neuro Linguistic Programming. Thousands have lost weight with each of these methods. The instructor has had great success with people immediately changing

their eating habits, becoming consciously aware and eating less, right away. It is not about DEPRIVATION. THIS IS NOT A DIET. It is reprogramming the brain to eat differently. You can eat what you like, but eat less. By being consciously aware, you also can make good choices.

Bring a blanket and pillow.

Oct. 15	S	11:30 a.m.-2:30 p.m.
York, MS	Nye	\$39
ACSX-4450-CSTA		☞ Weight

Make Sure It's Done the Way You Want: Advance Directives

Advance directives allow people to give instructions for their future medical care in the event they are unable to communicate their wishes due to illness or incapacity. This program explains requirements and limitations of advance directives according to Nebraska law, discusses forms for a Nebraska Power of Attorney for Health Care and a Nebraska Living Will Declaration, includes a brief glossary of terms related to advance directives, and identifies resources for more information.

This Luncheon "Bites" Workshop is in cooperation with the UNL Extension Office. Students can bring their brown bag lunch.

Oct. 19	W	Noon-1 p.m.
York, KL	Krumbach	\$5
ACSX-2218-CSTD		☞ Directives

Stop Smoking with Hypnosis

This new program uses the cutting-edge techniques to help you become a non-smoker. You don't need will power and you don't need patches or pills. All you need is a sincere desire to be a non-smoker. This program is all about behavior modification and the psychology of smoking. You will learn about the emotional connection to smoking and how to use self-hypnosis, NLP, EFT, visualization and other techniques to help you put cigarettes out for good.



Nov. 5	S	11:30 a.m.-2:30 p.m.
York, MS	Nye	\$39
ACSX-0096-CSTA		☞ Smoking

Trash or Treasure?

This class will help you to determine if your "old" belongings are really treasures or trash. Tips and suggestions on what to do with all that stuff will be included. Information on how to research the value of items will be covered.

Students are encouraged to bring two items to discuss.

Nov. 30-Dec. 7	W	6-8 p.m.
Geneva, FCHS	Votipka	\$25
ACSX-9573-CSHA		☞ Trash

Living a Healthy Life with Chronic Conditions

Most of us will experience two or more chronic conditions during our lifetime. This series provides valuable tools that enable participants to live healthier lives. Each participant will receive an easy-to-follow book that outlines day-to-day management techniques and positive approaches to difficult changes, along with a relaxation CD.

Who should attend? Anyone with a chronic condition such as diabetes, arthritis, high blood pressure, COPD, depression, heart disease, or anyone struggling with trying to quit tobacco use, as well as family members or friends of someone with an ongoing health condition. Anyone interested in becoming more physically and socially active also should attend. This is a grant funded class.

Oct. 4-Nov. 8	T	9:30-11:30 a.m.
Seward, Lied Senior Center	Apthorpe	\$0
ACSX-0739-CSOA		☞ Chronic

Less Things, Less Stuff, More Life!

Do you have too much stuff? Is the clutter causing a drain on your energy? Attend this workshop and see how to unblock what drives you to buy more and have more and keep it all. Discover why letting go of your stuff will free you up to live a fuller life.

Oct. 13-20	Th	7-9 p.m.
Seward, Civic Center	Thaller	\$49
ACSX-0698-CSOA		☞ Things

☞ Online Registration Key Word

Grocery Budget Busters

Are you spending too much on groceries? You can save up to 40-60 percent off your monthly grocery budget. Each week you can even get items for free! Let two local bloggers teach

you how to take couponing to the next level. This is not your mother's couponing!



Oct. 17 M 7-9 p.m.
Seward, Civic Center Pierce \$19
ACSX-0720-CSOA ☞ Grocery

Palm Reading for Self-Awareness

As your thoughts change, so do the lines on your palm, ever so subtly. Learn what the shape of your hands and fingers represent and what your fingernails can tell you about your health. We'll go over the basic line: heart, fate and life. It's good fun without any of the scariness.

Oct. 27 Th 6:30-8:30 p.m.
Tri County, HS Bolam \$19
ACSX-0740-CSEA ☞ Palm

Holiday Room Sprays with Essential Oils

We'll kick off the workshop by talking about the basics of essential oils and how they work. We'll make a holiday room spray that not only puts a festive scent in the air, but knocks out germs as well. We'll make a spray to invoke a feeling of well-being to deal with the stress of the holidays. You will take them home in beautiful blue glass spray bottles.

Tuition includes supply for two sprays.

Nov. 17 Th 6:30-8 p.m.
Wilber, HS Library Bolam \$25
ACSX-5403-CSWA ☞ Holiday

COMPUTER TRAINING AT YOUR ORGANIZATION

Your employees can become more productive using Microsoft Office applications without leaving your site. You save travel time when our instructors come to you. They teach the skills your employees need on either your computers or the College's laptops. These laptops will convert your meeting room into a computer training lab at no additional cost.

Contact Carol Gustafson, Training Solutions, at 402-437-2507; 800-828-0072, ext. 2507; or cgustafson@southeast.edu.

Power Vocabulary through Greek

Increase your vocabulary and spelling accuracy by learning common Greek roots. This is an inductive study to learn how to identify Greek roots and how they are combined to form about 40 percent of the English language. We will be exploring passages from the Iliad, the New Testament and other Greek literature, including Ancient Greek jokes that demonstrate roots, prefixes and suffixes that form much of our modern vocabulary. This course will be especially valuable to those in any area of medicine, law or theology, but will benefit anyone who wants to increase vocabulary and spelling skills.

You will need a dictionary that contains etymologies (notes on word roots) and a notebook. A voice recorder also is recommended. The instructor is a retired minister who is fluent in modern Greek. He began his studies in New Testament Greek in 1976, followed by language courses at Fuller Seminary and, while stationed for three years as a missionary to Greece, studied Greek literature and linguistics at the University of Athens.

Nov. 7-28 M 7-9 p.m.
Fairbury, HS Bryan \$39
ACSX-4709-CSFA ☞ Vocabulary

PHOTOGRAPHY

Digital Cameras 101

This class is for beginning photographers interested in digital cameras and how to use them. Students will learn the basic functions of a digital camera. Students are encouraged to bring their digital cameras/software and docking station to class if they have them, for one-on-one time, to understand the specific functions of your particular camera and software.



Oct. 27-Nov. 3 Th 6:30-8:30 p.m.
Hebron, TCHS Craig \$18
ACSX-3599-CSIA ☞ Digital

RECREATION, SPORTS & FITNESS

Back Country Emergencies

This seminar deals with handling emergencies while camping or hunting. Special focus is put on some of the more common emergencies like burns, cuts, sprains, and breaks. The session also will address such serious issues as shock, allergic reactions, and gunshot wounds.

Oct. 15 S 10 a.m.-Noon
York, MS Windham \$19
ACSX-7593-CSTA ☞ Country

Deer Hunting

This is a review of laws and regulations and a look at new gear and equipment for the deer hunter. This session will address selection of the proper firearm/bullet for deer hunting, safety discussions concerning deer stands, tips of tracking/trailing deer, and the use of calls and scents to attract deer.



Oct. 29 S 10 a.m.-Noon
 York, MS Windham \$19
 ACSX-4404-CSTA ☞ Hunting

Waterfowling

This is a review of current laws and regulations, a demonstration of different sounds that ducks and geese make, and suggestions on the selection of shotguns, shot shells, and chokes. The session also will address various decoy arrangements for a variety of hunting situations. There will be a review of new gear and equipment for the waterfowl hunter and some "practice time" so attendees can work on their calling techniques.

Oct. 29 S 1-3 p.m.
 York, MS Windham \$19
 ACSX-4398-CSTA ☞ Waterfowling



Football 101

This class is for anyone wishing to know a little more about the game of football. A long-time high school football coach will cover how to follow a

game at home or in the stands, basic plays, offensive and defensive strategies, equipment, rules, and any questions that come up from you, the "armchair quarterback." This class is for men and women.

Sept. 28-Oct. 12 W 7-9 p.m.
 Hebron, TCHS Mesloh \$20
 ACSX-7701-CSIA ☞ Football

Hatha Yoga

This course provides an eight-week introduction to the practice of Hatha Yoga, including postures, breathing practices and relaxation techniques. These aspects will set the foundation for a Hatha Yoga and meditation practice.

Wear comfortable, loose-fitting clothing and flat shoes.

Sept. 27-Nov. 15 T 7-8:30 p.m.
 Seward, HS L. Ladue \$49
 ACSX-7698-CSOA ☞ Yoga

Yoga

This class includes gentle stretching exercises for flexibility, strength and longevity. You'll practice simple yoga poses and breathing exercises that will strengthen and stretch your body while relaxing and energizing your spirit.

Wear comfortable, loose-fitting clothing and flat shoes.

Oct. 4-Nov. 8 T 5:30-6:30 p.m.
 Wilber, WCES Library Andelt \$25
 ACSX-4306-CSWA ☞ Yoga



Music Enhanced Yoga

Vinyasa is a set of yoga postures linked together into a flow of movement directed by breath. During this class, the use of music will be an added dimension to the Yoga workout. It is a great workout for the cardiovascular system, and for improved balance, coordination, and strength. Emphasis on the breath focuses your thoughts and creates a higher sense of self-awareness.

This class is appropriate for mixed levels. There will be modifications given for both beginners and advanced students to ensure safety. Bring a Yoga mat or thick towel and wear non-restrictive clothing.

Oct. 18-Nov. 22 T 6-7 p.m.
 Geneva, FCES Wilkins \$50
 ACSX-4324-CSHA ☞ Yoga



Beginning Tai Chi

This Chinese discipline enhances an individual's mental, physical and spiritual health. This practice could increase flexibility, coordination and strength, while reducing tension and anxiety.

Participants should wear comfortable, loose-fitting clothing.

Sept. 27-Nov. 15 T 7-8:30 p.m.
 Seward, HS D. Ladue \$49
 ACSX-4303-CSOA ☞ Tai Chi

☞ Online Registration Key Word

Women's Self Defense

This is a six-week course designed to teach women how to react in a physical confrontation. The course is based in jiu-jitsu and military combat techniques, as well as instruction on sizing up an opponent and risk appraisal.

The course is taught by a former police chief who also is a fifth-degree black belt in jiu-jitsu. Wear sweats. Class is at The Studio, 1002 G St. Although this is for women, anyone can attend.

Oct. 18-Nov. 15 T 6:30-7:30 p.m.
 Fairbury, See Desc. Bryan \$25
 ACSX-4366-CSFA ☞ Women

Women's Kickboxing

Beyond cardio kickboxing is kickboxing for real. This class will not just give you kickboxing moves in rhythm to music, but kickboxing in rhythm to another fighter. Learn to defend yourself while you get a workout that is both aerobic and anaerobic. You will not be required to spar, but it is encouraged, and all sparring will be kept low impact.

Bring a towel and wear sweats. If you plan to spar, bring a mouthpiece. We will supply gloves, headgear, and other protective gear. Although this is for women, anyone can attend. Class is at The Studio, 1002 G St.

Oct. 13-Nov. 17 Th 6:30-8 p.m.
 Fairbury, See Desc. Bryan \$39
 ACSX-4358-CSFA ☞ Women

SPECIAL EVENTS

WAYMIRE CEMETERY

Waymire Cemetery is located in the NE 1/4 of NE 1/4 of Sec 32 in Brush Creek Township. Andrew Waymire homesteaded the land and donated the Waymire Cemetery.



Learn about the families who pioneered this area, family names such as Mooberry, Muir, Wendorf, and Murphy. During the blizzard of 1888, a mother and five children died of diphtheria. Tom Murphy has spent many hours cleaning and renovating fallen tombstones. Join us for an autumn afternoon of history and stories of the past.

Class will be held at 1493 County Road R.

Oct. 3 U 2-5 p.m.
 See Desc. Murphy \$12
 ACSX-0226-CSWA ☞ Cemetery

All-College Open House

Get Your Hands on SCA!

Sunday
 November 6
 11 a.m.-4 p.m.



Beatrice Campus

4771 W. Scott Road
 Beatrice, NE 68310-7042
 800-233-5027

Lincoln Campus

8800 O St.
 Lincoln, NE 68520-1299
 800-642-4075

Milford Campus

600 State St.
 Milford, NE 68405-8498
 800-933-7223

www.southeast.edu



FEATHERED NEST BUS TOUR

This is a day you won't want to miss. Come with us to Belleville, KS, to a charming business called The Feathered Nest. Enjoy delicious food and coffee samples and browse for the newest in home décor. In addition you will learn 2012 color trends from the owner.



The Feathered Nest is located at 1914 M St., Belleville, KS. Call Becky Adkisson at 402-759-3757 for trip pick locations, time and details. Registration deadline is Oct. 8 or when enrollment limit is met. No refunds after Oct. 8. Staff tuition waiver does not apply.

Oct. 22 S 12:30-5:30 p.m. \$30
 Belleville, See Desc. Lynette
 ACSX-0212-CSHA ☞ Bus

THE LAST DINNER ABOARD THE TITANIC R.M.S. Coming in April 2012

Join SCC as we re-live the last night of the Titanic at the Renaissance Mansion.



Enjoy the exact dinner recreated

from the classic 11-course menu prepared on that fateful night of April 14, 1912, for the first-class patrons. Our evening will be complete with actors and musicians replicating the atmosphere of the final night.

Watch for details in the Winter Class Schedule or check out our Facebook® page at www.facebook.com/sccbeatricece for updates.

HOLIDAY TRIMMINGS IN KANSAS CITY

Friday, Dec. 2, 2011

Get into the spirit of the season with a relaxing and fun trip to Kansas City. Our visit will include The Vaile Victorian Mansion that was built in 1881 and is one of the nation's premiere examples of second empire Victorian



architecture and has been featured on A & E's American Castles, USA Today and HGTV; Bingham-Waggoner Estate will have every room festively decorated with special themes. After a variety of sightseeing and shopping stops, we will make our final stop at the famous Country Club Plaza for the Season of Lights where you will have opportunity to see more than 80 miles of glimmering Christmas lights that accentuate every dome, tower and window of the Plaza's Spanish-influenced entertainment district, featuring more than 150 shops and restaurants.

We will depart Kansas City at approximately 7 p.m. Tuition includes transportation, lunch and admission to Victorian Mansion and Bingham-Waggoner Estate. Dinner and time at Country Club Plaza is on your own. Registration deadline is Nov. 15 or when enrollment limit is met. No refunds after Nov. 15. Staff tuition waiver does not apply.

ACSX-0227-CSWA \$89 ☞ Bus

Bus Schedule

Departs

- 6 a.m. Crete, TBA
- 6:25 a.m. Wilber, TBA
- 6:45 a.m. DeWitt, Tri County School
- 7:20 a.m. Beatrice, SCC Truman Center, 4771 W. Scott Road
- 7:55 a.m. Marysville, TBA

Returns

- 10 p.m. Marysville, TBA
- 10:45 p.m. Beatrice, SCC
- 11:05 p.m. DeWitt, Tri County School
- 11:30 p.m. Wilber, TBA
- Midnight Crete, TBA

Find us on Facebook® at www.facebook.com/sccbeatricece

☞ Online Registration Key Word

IDEAS FOR NEW CLASSES?

The best ideas come from you!

Perhaps you have ideas for interesting classes that
SCC could offer,
or maybe you'd like to teach a class!

PLEASE PRINT

New Classes Desired: _____

I can teach the following: _____

Your Name: _____

Address: _____

City/State/Zip: _____

Daytime phone: _____

Evening phone: _____

Email address: _____

Mail this form to:

Kelly Morgan
Southeast Community College
4771 W. Scott Road, Beatrice, NE 68310
kmorgan@southeast.edu
402-228-8244 • 800-233-5027, ext. 1244

Southwest community college

2010-2011

ANNUAL REPORT

to the residents of southeast Nebraska

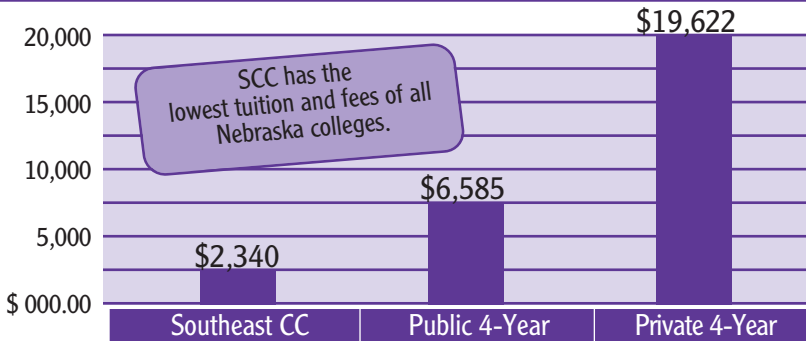
Leading Across the Nation

Precision Production*	#1
Agriculture, Ag. Operations & Related Sciences	#7
Engineering-Related Technologies	#14
All Disciplines – Non-Minority	#35

*Also No. 1 in 2004, 2005, 2006, 2007, 2008, 2009 and 2010. Data collected from the June 2011 edition of Community College Week listed the Top 100 Associate Degree Producers among more than 1,200 community colleges across the nation. Community College Week is a bi-weekly publication about and for community college educators and trustees.



Tuition & Fees



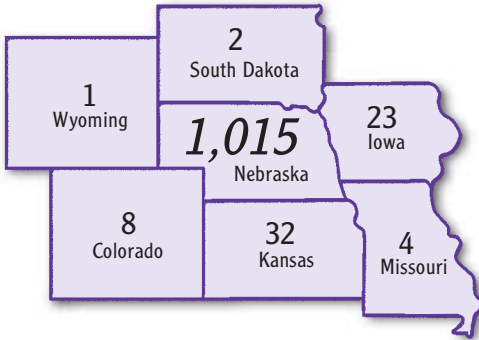
Based on 45 Quarter Credit Hours, which is equivalent to 30 Semester Credit Hours. Public 4-year college information obtained from Nebraska Coordinating Commission for Postsecondary Education. Private 4-year college information obtained from each of the 12 private colleges and universities in Nebraska.

Graduate Information

2010 SCC placement figures:

- 1,628 total graduates
- 1,128 graduates placed in careers
- 1,015 graduates found work in Nebraska
- 745 (73%) accepted jobs or continued education in one of the 15 counties of the SCC service area.

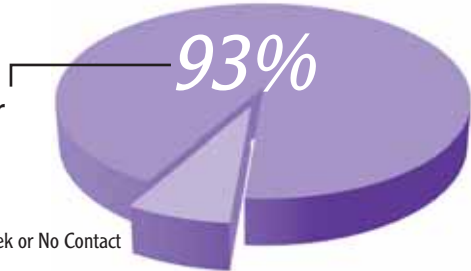
The skills of SCC graduates help the southeast Nebraska economy.



2010 Graduate Placement for Nebraska and the surrounding states.

1,428 Career/Technical Graduates

Employed in Careers or Continued Education

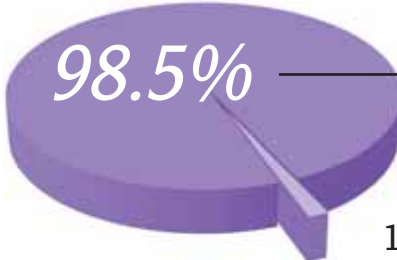


7% Not Seeking, Continuing to Seek or No Contact

200 Academic Transfer Graduates

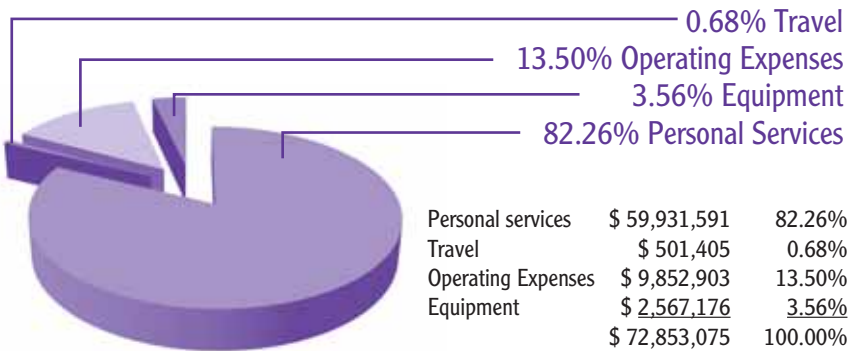
98.5%

Continued Education or Employed in Careers

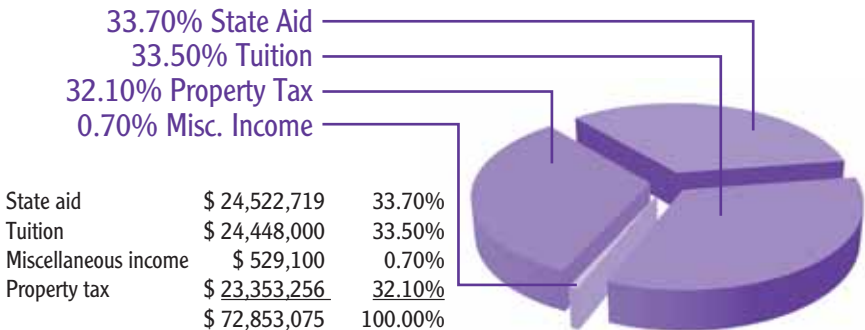


1.5% Not Seeking, Continuing to Seek or No Contact

2011–2012 Expenditures

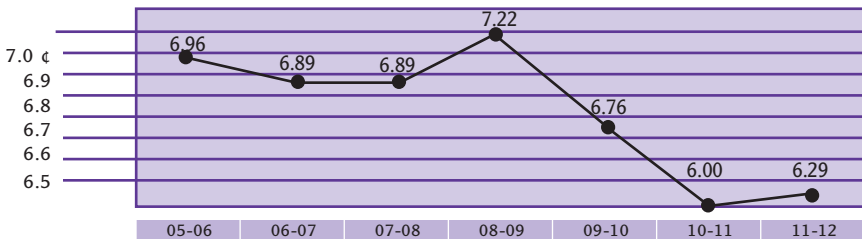


2011–2012 Revenue



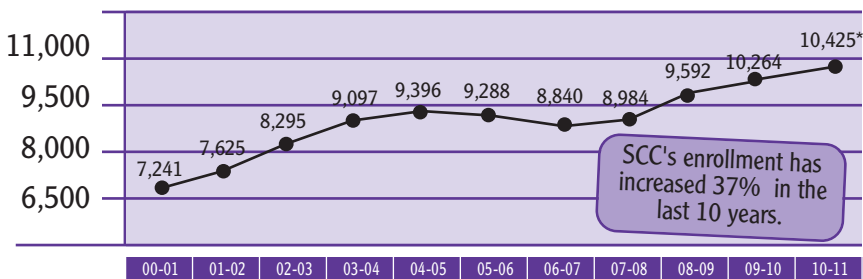
Local Property Tax

SCC's rate for the 2011-2012 year is projected to be 6.29¢



The graph shows cents per \$100 property valuation.

Enrollment



Statistics based on Full-time Equivalent Students (FTEs.) *As of July 1, 2011. Final count will be reported by Aug. 15, 2011.

Continuing Education

SCC Continuing Education helps individuals upgrade their present job skills, train for new careers, develop recreational and cultural interests, prepare for high school completion tests or improve basic education skills with a variety of credit and non-credit classes. Classes are offered on the Beatrice, Lincoln and Milford campuses and throughout the 15 counties of southeast Nebraska.

Classes are made available in cooperation with local public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help SCC determine needs, suggest classes, seek teaching talent, and promote Continuing Education. Special training designed to fit business and industry needs is available with Training Solutions.

17,068
southeast Nebraska residents
took advantage of SCC
Continuing Education classes
in their communities.

This Annual Report is produced by the Southeast Community College Area Office of Public Information, 301 S. 68th St. Place, Lincoln, NE 68510-2449, (402) 323-3401. SCC is fully accredited by the Higher Learning Commission.

SCC Board of Governors

Lynn Schluckebier, Chair, Seward; Robert J. Feit, Vice Chair, Pickrell; James J. Garver, Secretary, Lincoln; Kathy Boellstorff, Treasurer, Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln

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 pública 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. A0131 (07/11)



REGISTRATION INFORMATION



REGISTER ONLINE USING WEBADVISOR

NOTE: You must have an **email address** in order to register online. You must provide your Social Security Number.

1. Go to www.southeast.edu
2. Click on WebAdvisor from the Quicklinks (top right corner).
3. Click on gold "**Continuing Education**" bar.
4. Click on "**Register and Pay for Continuing Education Classes**"
5. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
6. **Select the course** you wish to register for, "**Submit.**"
7. Enter your **personal information, certify** your identification, "**Submit.**"
8. Enter your **Additional Registration Information** and "**Submit**" or just "**Submit.**"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type, "Submit."**
10. Enter your **payment information, "Submit."**
 - a. You will not be officially registered until you submit your payment.
 - b. You will see a confirmation screen. Print this for your records.
 - c. You will receive an email confirmation of your registration.

*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.

Login Help for WebAdvisor

User ID: Your User ID is your first initial + last initial + SCC ID number with no leading zeros.

For example: John Smith, SCC ID number 0123456: js123456

If you attempt to enter a User ID and it does not allow you to login, verify your User ID by following the steps under I'm New to WebAdvisor.

Don't know your User ID?

Go to the "I'm New to WebAdvisor" link on the WebAdvisor page. It lists four steps to assist you in obtaining the information. When you click on OK, the system moves to a screen where you can obtain your User ID. Enter your last name, either your SSN or SCC ID number and click SUBMIT. The system then shows your User ID.

Password:

The **FIRST** time you log in, your initial password is the last four digits of your social security number. If you do not have a Social Security number, see the instructions for requesting a new password or contact the helpdesk. You will be required to change your password on the first successful login.

THIS PASSWORD BECOMES YOUR NEW PASSWORD. WRITE IT DOWN SO YOU KNOW/REMEMBER IT!!! No one at the college can see your password. If you forget your password, it will need to be reset, which may take some time. Online help is available to request that your password be reset and sent to an email address we have on file for you. You cannot change and/or add an additional email address when requesting your password.

You can change your password at any time through the Change Password link. The password must be 6 – 9 characters and must contain both numbers and letters.

WHY CAN'T I REGISTER ONLINE?

1. Do you owe the college money? (You must be free of any financial responsibility to the College in order to register)
2. Have you completed the prerequisite courses?
3. Have you filled out all the required information?
4. Does your information match what is on file?

**WE
ACCEPT**





REGISTER BY FAX OR MAIL

1. **Complete the registration form** entirely-Name, SS#, Method of Payment, signature, and total amount due. Payment is due at the time of registration.
2. **MAIL the registration form with payment or letter of authorization to SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510.**

- a. If your employer or government agency is paying for the course(s), attach a LETTER OF AUTHORIZATION on company letterhead from them, with tax exempt number or form if applicable, and we will bill. If charging books, 3-Business Days advance notice is needed.

Make a COPY of the completed form, or record the information for your reference.

- b. Registrations will be accepted through the first class meeting provided space is available. Enroll early as class size is limited. Enrollments are accepted on a "first come, first served" basis.
- c. Report to the first class session unless you are notified that the class is full or has been cancelled. Confirmations are not mailed.
- d. If your class choice is filled, your payment will be mailed back promptly.
- e. Southeast Community College reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.
- f. Cash, check, and charge card (Mastercard, American Express, Discover and Visa) payments are accepted.
- g. 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 Access/Equity/Diversity Office.



REGISTER BY PHONE

Call your local coordinator to register. See page 31 for their contact information.

CANCELLATION/REFUND POLICY

The student is entitled to a 100% refund for any non-credit class if the class is dropped the day before class begins. If a student drops a class the day class begins or after, there will be no refund.

If you want to DROP A CLASS that you have registered for - Official Credit Drop Forms are available from the campus registrars. Official Non-credit Drop Forms are available from the Continuing Ed Division, 4771 W. Scott Road, Beatrice, NE 68310-7042 or by calling (402) 228-8244, or (800) 223-5027.

Refunds for classes cancelled by the College are automatically processed and students are not required to submit a drop or withdrawal form for any classes cancelled by the College. Refund checks usually take 2-3 weeks to process after notification.

SCC reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.

REGISTRATION OPTIONS

1. Online
2. Mail your registration to SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510
3. Fax your registration to 402-437-2703
4. Call your local coordinator

CONFIRMATIONS

All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

DROP/WITHDRAW FROM A CLASS

“NO-SHOW” STUDENTS

Failure to attend classes does not constitute a drop or withdrawal. “No Show” students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the “no show” student did not drop the class online using WebAdvisor or with an “Official Drop/Add Form For Classes” within the designated refund period.

GENERAL COLLEGE POLICIES

AGE GUIDELINES

SCC’s primary mission is to serve adults. However, youth are allowed to take classes under the following guidelines:

- a.) Individuals 16 years or older are eligible to enroll in courses, provided they meet any stated prerequisites.
- b.) Some classes are specifically designed for youth under 16 years of age, and/or for youth under 16 and adults in which both register and attend the class. Check course descriptions for details.
- c.) Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

ANIMALS

Presence and Use of Animals - Bona fide service animals may accompany students, employees and visitors with disabilities to all SCC events, activities and locations. Local, state and federal laws regulate the use of service animals at SCC locations and/or events. Pets and Therapy Animals are generally not permitted in College facilities or at SCC events. Complete guidelines are available for review at the campus office, from the division deans, or in the Learning Resource Center at your location.

SOCIAL SECURITY NUMBER

The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number constitutes an “educational record” under the Family Educational Rights and Privacy Act (FERPA). For more information see the SCC College Catalog.

QUESTIONS?

CONTACT YOUR LOCAL COORDINATOR LISTED BELOW

FILLMORE, GAGE, JEFFERSON, SALINE, SEWARD, THAYER & YORK

AREAS	LOCAL COORDINATORS
FILLMORE & THAYER COUNTY:	Becky Adkisson , Geneva, 402-759-3757, radkisson@southeast.edu
GAGE COUNTY:	Kelly Morgan , Beatrice, 402-228-8244, kmorgan@southeast.edu
SALINE & JEFFERSON COUNTY:	Doris Broz-Clauss , Wilber, 402-821-2547, dbroz@southeast.edu
SEWARD COUNTY:	Kirk McCoy , Seward, 402-643-3182, kmccoy@southeast.edu
YORK COUNTY:	Deb Schnell , York, 402-362-6700, dschnell@southeast.edu

2011-2012 SOUTHEAST COMMUNITY COLLEGE -Programs of Study-

Program Name Location & Award Offered

Program Name Location & Award Offered

AGRICULTURE/FOOD/ NATURAL RESOURCES DIVISION

- Agriculture Business & Management Technology(B)~AAS**
- Agribusiness focus
 - Diversified Agriculture focus
 - Golf Turfgrass Management focus
 - Livestock focus
 - Crops focus
 - Horticulture focus
- Food Service/Hospitality (L) ~AAS/Dip/Cert**
- Culinary Arts focus
 - Dietetic Technician focus
 - Food Service Management focus
 - Event Venue Operations Management
 - Food Industry Manager
 - Lodging focus
- Laboratory Science Technology (L) ~AAS/Dip**

ARTS & SCIENCES DIVISION

- Academic Transfer (B/L) ~AA/AAS**

BUSINESS DIVISION

- Business Administration (all) ~AAS/Dip/Cert**
- Accounting focus
 - Event Venue Operations Mgmt.
 - Information Systems focus (L/M)
 - Insurance/Financial Services focus
 - Entrepreneurship focus
 - Marketing focus
- Office Professional (B/L) ~AAS/Dip/Cert**
- Administrative Office focus
 - Legal Office focus
 - Medical Transcription focus
 - General Office focus
 - Medical Office focus
 - Microsoft Office focus
- Parts Marketing & Management (M)~AAS/Dip**

COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION

- Computer Information Technology (L) ~AAS/Cert**
- Applications/Web Programmer focus
 - Computer Support Specialist focus
 - Network Manager focus
- Computer Programming Technology (M)~AAS**
- Graphic Design (M)~AAS**
- Visual Publications (L) ~AAS/Dip/Cert**
- Digital Publishing focus
 - Offset Printing focus

COMMUNITY SERVICES & RESOURCES DIVISION

- Criminal Justice (B/L)~AAS**
- Nebraska Law Enforcement focus
- Early Childhood Education (L) ~AAS/Dip/Cert**
- In-Home Child Care focus
 - Child Care Professional focus
 - Entrepreneurship focus
 - Home Visitor/Family Advocate
- Fire Protection Technology (L)~AAS/Cert**
- Human Services (L) ~AAS**
- Long Term Care Administration (L) ~AAS/Cert**

CONSTRUCTION & ELECTRONICS DIVISION

- Architectural-Engineering Technology (M)~AAS**
- Building Construction Technology (M)~AAS**
- Computer Aided Design Drafting (L)~AAS**
- Electrical & Electromechanical Technology (M)~AAS/Dip**
- Construction Electrician focus
 - Electrical Systems focus
 - Electromechanical Systems focus
- Electronic Systems Technology (L/M)~AAS**
- Computers, Automation and Networking Systems focus
 - Electronic Systems Technician focus
 - Military Electronic Systems focus
- Energy Generation Operations (M)~AAS**
- Biofuels focus
 - Nuclear focus
 - Fossil Fuels focus
 - Wind Technology focus
- Heating, Ventilation, Air Conditioning & Refrigeration Technology (M)~AAS**
- IBEW Construction Electrician Option (M)~AAS**
- Land Surveying/Civil Engineering Technology (M)~AAS**
- Major Appliance Professional Technology (M)~Dip**

HEALTH SCIENCES DIVISION

- Associate Degree Nursing (L) ~AAS**
- Dental Assisting (L) ~Dip**
- Emergency Medical Services/Paramedic (L)~AAS**
- Medical Assisting (L) ~Dip**
- Medical Laboratory Technology (L)~AAS**
- Pharmacy Technician (B) ~Dip**
- Physical Therapist Assistant (L)~AAS**
- Polysomnographic Technology (L) ~Cert**
- Practical Nursing (B/L) ~Dip**
- Radiologic Technology (L) ~AAS**
- Respiratory Care (L) ~AAS/Cert**
- Surgical Technology (L) ~AAS**

TRANSPORTATION & MANUFACTURING DIVISION

- Auto Collision Repair Technology (M)~AAS**
- Automotive Technology (L/M)~AAS**
- Chrysler (CAP) (M)~AAS**
- Deere Construction & Forestry Equipment Tech (M)~AAS**
- Diesel-Ag Equipment Service Tech. (M)~AAS**
- Diesel Technology-Truck (M)~AAS**
- Ford (ASSET) (M)~AAS**
- General Motors (ASEP) (M)~AAS**
- John Deere Tech (M)~AAS**
- Machine Tool Technology (L/M)~AAS/Dip**
- Die Maker focus (M)
 - Tool and Die Maker focus (L)
 - Mold Maker focus (M)
 - Intelligent Machine Integration
- Manufacturing Engineering Technology (M)~AAS/Cert**
- Intelligent Machine Integration
- Motorcycle, ATV & Personal Watercraft Technology(L)~Dip**
- Nondestructive Testing Technology (M)~AAS**
- Professional Truck Driver Training (L)~Cert**
- Welding Technology (L/M)~AAS/Dip/Cert**

B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, □=Entire Program Available Online, =Some Classes Available Online, Cert=Certificate, Dip=Diploma, A.A.=Associate of Arts Degree, A.S.=Associate of Science Degree, A.A.S.=Associate of Applied Science Degree, A.O.S.=Associate of Occupational Studies Degree

For more information on SCC's Programs of Study, visit us online at www.southeast.edu

To request a credit class schedule or to speak with an Admissions representative, please contact us at one of the numbers listed below.

BEATRICE CAMPUS ADMISSIONS	LINCOLN CAMPUS ADMISSIONS	MILFORD CAMPUS ADMISSIONS
4771 W. Scott Road, Beatrice, NE 68310-7042 Phone: 800-233-5027 x1214, 402-228-8214	8800 O Street, Lincoln, NE 68520-1299 Phone: 800-642-4075 x2600, 402-437-2600	600 State Street, Milford, NE 68405-8498 Phone: 800-933-7223, x2423, 402-761-8243
TDD: 402-437-2702 (for hearing impaired)		

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**
301 S. 68th Street Place, Lincoln, NE 68510
FAX: 402-437-2703

Southeast Community College

2011 QUARTER
 ___ SUMMER ___ WINTER
 ___ FALL ___ SPRING

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 the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

PLEASE PRINT

Social Security Number		Name: Last		First		Middle Initial		Email Address	
Residence Mailing Address				Home Phone		Cell Phone		Business Phone	
City		State		Zip		Birth Date		Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		County #		Would you like to be added to our email mailing list? Please provide your email address above. <input type="checkbox"/> Basic Skills, GED, ESL & Citizenship <input type="checkbox"/> Business & Technology <input type="checkbox"/> Real Estate		Races (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American		<input type="checkbox"/> Health/VETS <input type="checkbox"/> Industry & Trades <input type="checkbox"/> Training Solutions	

Course Number	Title	Start Date	Cost
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____

How did you hear about the classes for which you are registering:
 Continuing Education Schedule
 SCC Web Site
 Newspaper
 Friend/Associate
 Radio/TV
 Digital Billboard
 Other _____

SIGNATURE

Check (must be included) Cash (must be included)
 V Code _____
 Would you like a receipt mailed to you?
 Yes No

Name as it appears on card: _____

Exp. Date _____ Credit card # _____

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.

FOR OFFICE USE ONLY

SCC Staff Tuition Waiver (_____)
 DE _____ ID# _____
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 regardless of race, color, age, sex, marital status, national origin, and ancestry. We do not discriminate on the basis of race, color, sex, age, marital status, national origin, or ancestry. We do not discriminate in admission, attendance, or employment on the basis of disability. Other federal, state, and local laws and regulations apply. For more information, see 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 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or joto@southeast.edu.

Go to **INDEX**



WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*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.