

# Business & Professional Development

*Say hello to*  
**ASHTON  
HOLTZEN**

expanding his skills  
and career potential

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**Administrative  
Professionals  
Mini Conference**

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**PLC Skills  
Series**

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JANUARY-JUNE 2024



**Southeast Community College**  
CONTINUING EDUCATION

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on the cover

**ASHTON HOLTZEN**  
 As an electrical apprentice, Ashton is learning for the job today, while preparing for the job of tomorrow through short-term trainings to keep him ahead of the changing technology within his industry.



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# COMPUTERS & TECHNOLOGY

## Programming & Networking



# PROMINEO TECH

In partnership with Southeast Community College, prepares participants for high-growth careers in software development.

Promineo Tech is a group of IT professionals and leaders who believe that quality education should be offered at an affordable price.

**Software developers are the frontline of new technology. With flexible schedules and up-to-date curriculum, you'll acquire in-demand skills that propel you forward in the rapidly evolving tech industry. Unleash your potential today.**

Take our free assessment and learn more about these three courses.



## NEW! Digital Marketing

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn.

Jan. 31-May 15	W	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCSCA	
Feb. 27-June 11	T	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCSCB	
March 28-July 11	Th	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCSCC	
April 24-Aug. 7	W	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCSCD	
May 28-Sept. 3	T	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCUCA	
June 27-Oct. 10	Th	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	BSAD-7755-TCUCB	

## Back-End Developer Bootcamp

You will take three courses to learn the skills and technologies necessary to enter the industry as a back-end software developer. This course covers an introduction to Java, Relational Databases with MySQL and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.

**Keyword: Bootcamp** ▲ ● ◆

Feb. 27-June 25	T	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7750-TCSCA	
April 24-Aug. 21	W	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7750-TCSCB	
June 27-Oct. 29	Th	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7750-TCUCA	

## Front-End Software Developer Bootcamp

You will learn the skills and technologies necessary to enter the industry as a front-end software developer. Skills and technologies include JavaScript, ES6, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, Bootstrap, jQuery, AJAX, Responsive Web Design, ReactJS, JSX, NPM, Redux, AWS, and more. **Keyword: Bootcamp** ▲ ●

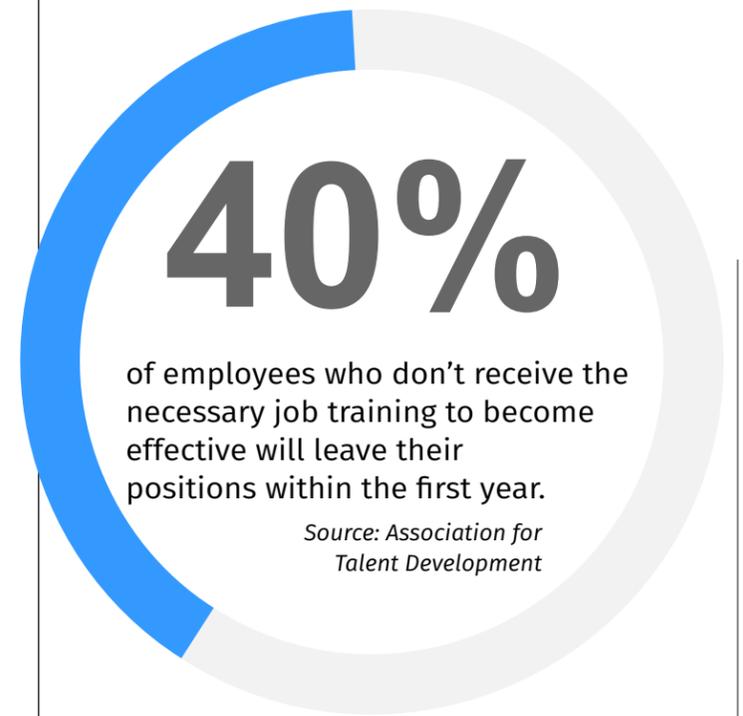
Jan. 31-May 29	Th	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7751-TCSCA	
March 28-July 31	T	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7751-TCSCB	
May 28-Oct. 1	T	7-8:30 p.m.	\$4,500
LIVE Online, Zoom	Promineo	INFO-7751-TCUCA	

## Data Engineering Bootcamp

Learn the skills and technologies necessary to become a data engineer, including Python, OOP, Functional Programming, Hadoop, Cloudera, Spark, Dask, IaaS, AWS, Building Data Lakes, Sqoop, Flume, Kafka, and more.

**Keyword: Bootcamp** ▲ ●

Feb. 27-Aug. 27	T	7-8:30 p.m.	\$5,800
LIVE Online, Zoom	Promineo	INFO-7752-TCSCA	
May 28-Dec. 3	T	7-8:30 p.m.	\$5,800
LIVE Online, Zoom	Promineo	INFO-7752-TCUCA	



- ▲ Eligible for Gap Assistance
- ETPL eligible
- ◆ Eligible for American Job Center assistance

See page 30 for more information.

## Intro to Python

Learners with no prior experience in coding will learn the introductory concepts of Python by creating a series of programs. You will follow guided steps to construct the fundamental coding elements of variables, conditionals, loops, and functions. You will identify proper syntax, learn to document program flow using flowcharts and pseudocode, and will use basic debugging techniques. At the conclusion of the course, you will use what you have practiced in class to construct a short original program.

(1.0 CEU) **Keyword: Python**

Jan. 23-Feb. 6 Lincoln, CEC, 402	T, Th Goossen	5:30-7:30 p.m. INFO-3945-CESA	\$225
April 10-24 Lincoln, CEC, 402	W, F Goossen	10 a.m.-Noon INFO-3945-CESB	\$225

## Software Applications

### Introduction to InDesign CC

! Prerequisite: Windows Operating System experience and knowledge of Adobe CC software

Learn the fundamentals of InDesign. In this hands-on class you will learn core features and start to create your own projects. This class is for the beginner or anyone looking to brush up on their skills.

(0.7 CEUs) While taught in a Windows environment, skills are easily transferable to Mac. **Keyword: InDesign**

March 2 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-7712-CESA	\$159
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### Introduction to Illustrator CC

! Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience and knowledge of Adobe CC software

Learn to master the fundamentals of Adobe Illustrator. There will be plenty of hands-on learning by creating vector graphics and using the software tools. This class is for the beginner or anyone looking to brush up on their skills.

(0.7 CEUs) While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. **Keyword: Illustrator**

May 7-9 Lincoln, CEC, 402	T, Th Johnson	8:30 a.m.-Noon GDMA-7711-CESA	\$159
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! Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com).

## Introduction to Photoshop CC

! Prerequisite: Experience navigating in Mac or PC environment

Start your photographic design journey today in this hands-on workshop. Adobe Photoshop is the top choice for professionals to create powerful images. This class is great for the beginner or anyone looking to brush up on their skills.

(0.7 CEUs) While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. Lunch is on your own.

**Keyword: Photoshop**

March 9 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-3621-CESA	\$159
May 11 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-3621-CESB	\$159

### Introduction to Adobe Lightroom

! Prerequisite: Introduction to Photoshop CC (GDMA-3621) or equivalent experience

Adobe Lightroom will help you take your photography to the next level.

(0.7 CEUs) **Keyword: Adobe** 

April 13 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-7709-CESA	\$159
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### Adobe Creative Cloud: Introduction to Premiere Pro

! Prerequisite: Experience navigating in Mac or PC environment

This class introduces the fundamentals of Adobe Premiere Pro in the Creative Cloud. It will focus on key skills to take a project from the beginning to end, including tasks like organizing media, using audio, creating transitions, producing titles, and adding effects.

(0.7 CEUs) While taught in a Windows environment, the skills learned in this class are easily transferred to a Mac environment. **Keyword: Adobe**

April 27 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-7714-CESA	\$159
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▲ Eligible for Gap Assistance

● ETPL eligible

See page 30 for more information.

## Adobe Acrobat DC Pro

! Prerequisite: Word Basic or equivalent experience

Learn how to create functional PDF forms out of almost any document. This is a great class for anyone responsible for creating and modifying documents in a workplace.

(0.7 CEUs) **Keyword: Adobe**

Feb. 9 Lincoln, CEC, 402	F Massey	8:30 a.m.-4:30 p.m. GDMA-7710-CESA	\$159
April 19 Lincoln, CEC, 402	F Massey	8:30 a.m.-4:30 p.m. GDMA-7710-CESB	\$159

### Adobe Creative Cloud Training Opportunities

Want to bring the latest updates to Photoshop, InDesign or Illustrator to your workplace? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center in Lincoln.

Contact Workforce Solutions at [continuinged@southeast.edu](mailto:continuinged@southeast.edu).

## Microsoft Teams for Business Users

This course is designed to help you master Microsoft® Teams®, the key communications tool in the suite of Microsoft® 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources.

(0.4 CEUs) **Keyword: Teams**

Jan. 24 Lincoln, CEC, 402	W Goossen	Noon-4 p.m. OFFT-7709-CESA	\$95
March 19 Lincoln, CEC, 402	T Goossen	Noon-4 p.m. OFFT-7709-CESB	\$95
May 8 Lincoln, CEC, 402	W Goossen	Noon-4 p.m. OFFT-7709-CESC	\$95

## Intro to Microsoft Power Automate & Power Automate Desktop

This course provides an introduction to Power Automate and Power Automate Desktop, offering participants the ability to streamline repetitive tasks with little or no programming experience. Students will learn to build automated workflows and exercise light computational logic in a user-friendly environment. This program enables non-coders to create customized solutions to enhance efficiency, optimize processes and increase productivity through automation.

(0.4 CEUs) **Keyword: Power**

March 12 Lincoln, CEC, 402	T Goossen	Noon-4 p.m. OFFT-3921-CESA	\$95
May 23 Lincoln, CEC, 402	Th Goossen	Noon-4 p.m. OFFT-3921-CESB	\$95



## Word 2021: Basic

 Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

This software is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy and even fun. In this course you'll learn how to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents.

(0.7 CEUs) Lunch is on your own. **Keyword: Word** 

Feb. 16	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7706-CESA	

## Word 2021: Intermediate

 Prerequisite: Word Basic or equivalent experience

You will work with features such as formats, styles and templates to create professional documents with a consistent look and feel. You will add visual interest to your documents by using the tables and charts features. Quick Parts and templates provide efficiency and consistency when adding content, and long complex documents can be simplified and managed in Master Documents. Finally, you will use the mail merge feature to automate sending individual letters to customers.

(0.7 CEUs) Lunch is on your own. **Keyword: Word** 

March 6	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7707-CESA	

## Excel 2021: Basic

 Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to spreadsheet terminology and Excel's window components, you will learn how to use the Help system, navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures, and save workbooks in various formats and much more.

(0.7 CEUs) Lunch is on your own for full-day classes.

**Keyword: Excel** 

Feb. 8	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7703-CESA	
March 1	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Maltas	OFFT-7703-CESB	
April 3	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7703-CESC	
May 3	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7703-CESD	
June 5	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7703-CEUA	

## Excel 2021: Intermediate

 Prerequisite: Excel Basic or equivalent experience

Learn how to work with large worksheets and use multiple worksheets and workbooks efficiently. Discover advanced formatting techniques such as applying special number formats and using workbook styles and themes. In addition, you will learn how to create outlines and subtotals and how to create and apply cell names. You will sort and filter data and create and format tables and much more.

(0.7 CEUs) Lunch is on your own. **Keyword: Excel** 

Feb. 14	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Goossen	OFFT-7704-CESA	
March 15	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Maltas	OFFT-7704-CESB	
April 18	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Goossen	OFFT-7704-CESC	
May 17	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Maltas	OFFT-7704-CESD	
June 12	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Goossen	OFFT-7704-CEUA	

## Excel 2021: Advanced

 Prerequisite: Excel Intermediate or equivalent experience

You will build on the skills acquired in the basic and intermediate courses. You will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and how to use advanced data filtering. You will apply advanced chart formatting options and create more complex charts and much more.

(0.7 CEUs) Lunch is on your own. **Keyword: Excel** 

March 27	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7705-CESA	
April 25	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Goossen	OFFT-7705-CESB	
May 24	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Maltas	OFFT-7705-CESC	

 Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

## QuickBooks 2021: Basic

 Prerequisite: Windows experience

Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.), perform reconciliations, and review basic financial and other system reports.

(0.7 CEUs) This course does not configure or customize the software for your business. **Keyword: QuickBooks** 

Feb. 21	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7289-CESA	
May 1	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7289-CESB	

## QuickBooks 2021: Advanced

 Prerequisite: QuickBooks Basic or equivalent experience

Expand your understanding of QuickBooks Pro by learning how to manage inventory, set up and manage sales taxes, prepare estimates, perform job costing, work with balance sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.

(0.7 CEUs) A portion of this course allows for discussion and or tailoring of software for your organization's needs. If personalized assistance is desired during the course, please bring your own documents and/or laptop.

**Keyword: QuickBooks** 

Feb. 22	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7290-CESA	
May 2	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7290-CESB	

## Working with QuickBooks Online

 Prerequisite: Microsoft Windows experience

Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. You will learn how to navigate the application, set up a company file, set up and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

**Part 1** (0.7 CEUs) will get you started on QuickBooks Online.

**Part 2** (0.7 CEUs) will bring it all together and help you fine-tune QuickBooks online to your business needs.

This course does not configure or customize the software for your business or organization. **Keyword: QuickBooks** 

### Part 1

Jan. 10	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESA	
March 21	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESB	
May 16	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESC	

### Part 2

Jan. 11	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7292-CESA	
March 28	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7292-CESB	
May 23	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7292-CESC	

## Web Design & Development

### Intro to Web Development

Learners with little or no prior experience in web design will explore how HTML, CSS and JavaScript are used in the construction of a website. You will create a simple, five-page website using standard tags and attributes, internal and inline styling and simple element placement techniques to explore the way HTML can be used to display information in a browser.

(0.5 CEUs) **Keyword: Web**

Feb. 24	S	10 a.m.-3:30 p.m.	\$125
Lincoln, CEC, 402	Goossen	INFO-3947-CESA	
May 18	S	10 a.m.-3:30 p.m.	\$125
Lincoln, CEC, 402	Goossen	INFO-3947-CESB	

## Connect with Us!

 SCCNeb  
 SCCLearningCenteratFallsCity  
 SCCLearningCenteratHebron  
 SCCLearningCenteratNebraskaCity  
 SCCLearningCenteratPlattsmouth  
 SCCLearningCenteratWahoo  
 SCCLearningCenteratYork

 SCCNeb

## Internet

### Introduction to Google Workspace

This class is geared for nonprofit organizations looking to learn more about adding Google Workspace to their organization. Learn how it compares to Office products and how you can use Google Workspace tools to increase productivity and record-keeping.

(0.3 CEUs) **Keyword: Google**

March 21	Th	9 a.m.-Noon	\$65
Lincoln, CEC, 402	Esau	OFFT-7708-CESA	



### **NEW!** Southeast Community College is proud to be a Northstar Digital Literacy site.

Keep an eye on our website for updates! Interested in bringing classes to your organization?

Contact Lora Ives at lives@southeast.edu or 402-437-2714.

## One-on-One Training

### One-on-One Computer Training: 3 Hours

Receive three hours of personalized instruction on the computer topic that meets your need! Training is scheduled at an SCC facility at a time convenient for you and the instructor. Instructors are available for, but not limited to, the following topics: Windows, MS Office, Word, Excel, Access, Outlook, QuickBooks, social media, basic computer assistance, etc. **Keyword: Computer**

Falls City Area	\$99	AREA-0927-FCSA
Nebraska City Area	\$99	AREA-0927-NCSA
Plattsmouth Area	\$99	AREA-0927-PLSA
Wahoo Area	\$99	AREA-0927-WHSA
York Area	\$99	AREA-0927-YKSA

### One-on-One Smart Device Training

Learn to set up and troubleshoot your iPhone, iPad and Android devices. Registration provides one hour of personalized instruction on the smart device that meets your specific need. Training is scheduled at an SCC facility at a time convenient for you and the instructor.

**Keyword: Device**

Falls City Area	\$35	AREA-0880-FCSA
Nebraska City Area	\$35	AREA-0880-NCSA
Plattsmouth Area	\$35	AREA-0880-PLSA
Wahoo Area	\$35	AREA-0880-WHSA
York Area	\$35	AREA-0880-YKSA



We offer a wide range of highly interactive non-credit courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

[ed2go.com/sccne](https://ed2go.com/sccne)

## HEALTH CARE

### CPR | First Aid

The American Heart Association



strongly promotes knowledge and proficiency in all AHA courses 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 AHA.

Our CPR courses are offered in **Face-to-Face (F2F)** and **Hybrid (HB)** formats for learning flexibility.

### For Hybrid courses

- When registering, include your email address.
- Approximately one week prior to your skills session class, you will receive an email with the AHA access key to complete the online learning.
- Once you've completed the online portion, print the Online Course Completion Certificate. **You must have this certificate with you for admission into the face-to-face skills session.**

### NOTE:

You are required to attend the entire class you have enrolled in to receive a card. If you miss or do not successfully complete any part of your class, you must register and pay for another class. We require 24 hours' notice before the first day of class to drop or change any CPR or First Aid class.

### F2F | Heartsaver® First Aid

If you respond to first aid emergencies in the workplace, this class is perfect for you. Learn how to manage illness and injuries in the first few minutes until medical professionals arrive.

This class meets the First Aid requirements for day cares.

**Keyword: Aid**

Feb. 15	Th	6-9 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3505-CESA	
April 17	W	6-9 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3505-CESB	
June 19	W	6-9 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3505-CEUA	

### HB | Heartsaver® First Aid Online + Skills Session

This class meets the First Aid requirements for day cares.

**Keyword: Aid**

Jan. 17	Th	7-7:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3506-HBSCA	
March 20	W	7-7:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3506-HBSCB	
May 15	W	7-7:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3506-HBSCC	

### HB | CPR - HeartCode® Basic Life Support Online + Skills Session (for Health Care Professionals)

This course is for health care providers: nurses, EMTs, doctors, lifeguards, etc. **Keyword: CPR**

Jan. 6	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCA	
Jan. 10	W	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCB	
Jan. 30	T	1-2:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCC	
Feb. 10	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCD	
Feb. 24	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCF	

SCAN TO SEE ALL CLASS DATES AVAILABLE



## F2F | Heartsaver® CPR AED (Community)

Have you always wanted to know how to perform CPR and use an AED if needed in an emergency situation? Take this training and walk away with CPR and AED skills need to assist adults, children and infants.

This class meets the CPR AED requirement for day cares.

**Keyword: AED**

Feb. 7 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CESA	\$59
Feb. 24 Falls City, FCLC, 102	S	9 a.m.-Noon HLTH-3500-FCSA	\$59
March 28 NE City, NCLC, 102	Th	6-9 p.m. HLTH-3500-NCSA	\$59
April 10 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CESC	\$59
April 27 Falls City, FCLC, 102	S	9 a.m.-Noon HLTH-3500-FCSB	\$59
May 25 NE City, NCLC, 104	S	9 a.m.-Noon HLTH-3500-NCSB	\$59
June 8 Plattsmouth, PLLC, Commons	S	9 a.m.-Noon HLTH-3500-PLUA	\$59
June 12 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CEUA	\$59
June 20 Falls City, FCLC, 102	Th	6-9 p.m. HLTH-3500-FCUA	\$59

## HB | Heartsaver® CPR AED Online + Skills Session (Community)

This class meets the CPR AED requirements for day cares.

**Keyword: AED**

Jan. 17 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBSCA	\$59
March 20 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBSCB	\$59
May 15 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBSCC	\$59



Let us  
come  
to you!

Bringing CPR to your team has never been easier!

To learn more, contact us at 402-437-2700 or [continuing@southeast.edu](mailto:continuing@southeast.edu).

## F2F | CPR HeartCode® Basic Life Support (for Health Care Professionals)

Sign up for this CPR BLS training and learn all that you need to know in performing CPR and using an AED and responding to foreign-body airway obstruction.

Course cost does not include BLS Provider Manual. You may purchase the manual through the AHA website or the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com).

(0.45 CEUs) This course is for health care providers: nurses, EMTs, doctors, lifeguards, etc. **Keyword: CPR**

Jan. 4 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESA	\$63
Jan. 9 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESB	\$63
Jan. 20 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESD	\$63
Jan. 23 Lincoln, CEC, 109B	W	8:30 a.m.-1 p.m. HLTH-3251-CESE	\$63

### Falls City

Jan. 25 Falls City, FCLC, 102	Th	5:30-10 p.m. HLTH-3251-FCSA	\$63
March 28 Falls City, FCLC, 109	Th	5:30-10 p.m. HLTH-3251-FCSB	\$63
May 23 Falls City, FCLC, 102	Th	5:30-10 p.m. HLTH-3251-FCSC	\$63

### Nebraska City

Feb. 24 NE City, NCLC, 104	S	9 a.m.-1:30 p.m. HLTH-3251-NCSA	\$63
May 30 NE City, NCLC, 104	Th	5:30-10 p.m. HLTH-3251-NCUA	\$63

### Plattsmouth

April 13 Plattsmouth, PLLC, Commons	S	9 a.m.-1:30 p.m. HLTH-3251-PLSA	\$63
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SCAN TO  
SEE ALL CLASS  
DATES AVAILABLE



## F2F | Online Skills Only

Once you have purchased and completed your AHA online course (CPR BLS for Healthcare Provider, AED or First Aid), schedule a skills session within 30 days to complete and receive your card.

The certificate must be current as of six months since the written portion was completed. **Keyword: CPR**

Jan. 10 Lincoln, CEC, 109B	W	6-7:30 p.m. HLTH-3499-CESA	\$25
Feb. 10 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CESB	\$25
March 6 Lincoln, CEC, 109B	W	1-2:30 p.m. HLTH-3499-CESC	\$25

## ACLS Online + Skills

AHA's ACLS course. HeartCode blended learning delivers quality resuscitation education regardless of where providers are located and gives them more control to complete the course at their own pace.

For more information, contact us at [continuing@southeast.edu](mailto:continuing@southeast.edu) or 402-437-2700.

## Emergency Medical Services

## F2F | EMS Mini Conference: Rural EMS, Changing the Culture

This mini-conference will update the Emergency Medical Service provider with data-driven changes in patient care as well as addressing culture shift in Rural EMS & Fire.

(7.5 contact hours) Look for this course in Fall 2024.

## F2F | IV Administration for the EMT

This course will equip EMTs to perform a thorough patient assessment, recognize a need for IV fluids and develop a treatment plan to successfully implement and administer appropriate IV therapies.

(10.0 contact hours) In order to receive contact hours, you must attend both days for the entire time. For more information, contact us at [continuing@southeast.edu](mailto:continuing@southeast.edu) or 402-437-2700. **Keyword: EMT**

April 26 & April 27 Lincoln, CEC, 109B	F S Dalton	6-9 p.m. 9 a.m.-4:30 p.m. EMTL-3044-CESA	\$197
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## HB | Paramedic Refresher

Do you need continuing education for renewal? This course will give you all that you need. It meets the NCCR Course Requirements for NREMT Paramedic Renewal.

Modules includes Airway, Respiration & Ventilation (3.5 hours); Trauma (3 hours); Cardiovascular (8.5 hours); Medical (8.5 hours); and Operations (6.5 hours).

(30.0 contact hours) Must complete all modules before skills portion. **Keyword: Paramedic**

Classroom Portion   LIVE Online, Zoom			
Feb. 7-March 23	T	7-9 p.m.	\$359
LIVE Online, Zoom & Lincoln, CEC, 109A			
		Dalton	EMTL-3040-HBSCA

## F2F | EMT Refresher

This EMT Refresher 20-hour course meets the National Registry and state requirements for renewal.

(20.0 contact hours) For more information, contact us at [continuing@southeast.edu](mailto:continuing@southeast.edu) or 402-437-2700. *Watch for upcoming dates online.*

## Additional Courses

- EMT Medical/Trauma Assessment Scenarios
- EMT Training
- EMS Instructor Course

For more information, contact us at [continuing@southeast.edu](mailto:continuing@southeast.edu) or 402-437-2700.

## Instructor Twink Dalton

Twink is an NPM and a retired RN and has stayed active in emergency medicine and EMS. She was an RN in the ED at Immanuel Medical Center, served as the EMS Program Director for Creighton University, the EMS education coordinator for Omaha Fire, and the Director of EMS for Mountain View Fire and Rescue in Longmont, Colorado, where she retired from that position after 12 years.

Currently, Twink is an adjunct instructor for Southeast Community College in Lincoln and is the QA/QI Coordinator for Lincoln Fire and Rescue. She has also been involved in research including enhancing critical thinking in paramedics and use of selective immobilization in the elderly. She is a well-known speaker and author of numerous articles/publications in the field of EMS.



### Trauma Nursing Core Course

Do you work in an emergency care setting? Is your main role dealing with the care of trauma patients? This is the course for you! The Trauma Nursing Core Course is developed by the Emergency Nurses Association and is designed for registered nurses who have at least six months of clinical nursing experience in an emergency care setting. This course consists of a combination of lecture and skills stations to increase knowledge, refine skills and build a firm foundation in trauma nursing.

Successful completion of the course requires 80% or greater on the multiple-choice exam and 70% or greater on the skill station evaluation. RN candidates with successful completion will receive the ENA TNCC four-year provider verification card. All attendees will be awarded an 18.3 contact hour certificate for course completion. The Emergency Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. *Watch for upcoming dates online.*

### Breastfeeding Education for Providers

This interactive course provides a broad overview of the historical and cultural aspects of infant feeding, while reviewing best breastfeeding practices. Presented in a small group, live Zoom setting, the content focuses on breastfeeding from a psychosocial and a scientific perspective.

(Presented in five 3-hour live Zoom sessions; 15 live, in-person hours + 5 additional self-study hours.) You will need access to a computer with video and voice and be able to follow a PowerPoint presentation. A Zoom link will be emailed a week before class starts. Participants must attend 90% of the course, and your camera must be on to receive credit. This course is for CLCs, RNs and family support specialists (doulas, peer counselors, etc.).

**CLCs & RNs:** (20.0 contact hours) For contact hours to maintain your certificate or license.

**Family Support Specialists (doulas, peer counselors, etc.):** For a certificate of attendance. Scholarships are available. Please contact [annseacrest@ars-health.com](mailto:annseacrest@ars-health.com) for a scholarship application or additional information.

**Instructor:** Ann Seacrest, RN, IBCLC, brings 35 years of experience as a clinical IBCLC, hospital-based postpartum and lactation nurse, certified ASPO childbirth educator, certified DONA doula and doula teacher, and co-founder and past Executive Director of MilkWorks. *Watch for upcoming dates online.*

## Health Care Providers CEUs

For a full list of continuing education courses, please visit <https://bit.ly/nursingprofessionalsce>. For questions, email [continuinged@southeast.edu](mailto:continuinged@southeast.edu).

### Abuse & Neglect Prevention for Nursing Assistants

Do you need the Abuse & Neglect Prevention course to be placed on the Nebraska Nurse Aide Registry? Register for this course at any time and take it in the comfort of your own home.

(1.0 contact hour) Once you have completed the one-hour online in-service, the state is notified by email that you have completed the course. NOTE: For successful completion, you must get 100% on the quiz which covers the material you have read and the videos you have watched. You can take the quiz as many times as needed. **Keyword: Abuse**

Online, Canvas      \$30      HLTH-3065-WBSCA

# TRADES & INDUSTRY

## Electrical & Automation

### Electrical Foundations Series

These three classes are taught from a maintenance and troubleshooting perspective, specifically for people who work in areas of industrial maintenance.

With more than 50% of class time spent on hands-on exercises with custom built electrical trainers, individuals will learn background theory to help solve problems and issues found in industrial settings.

Taken together, these courses give participants well-rounded knowledge and skills in electrical maintenance.

### Stuart Snyder

I was recently enrolled in a three-day electronics class and it will help me in my everyday job as a maintenance tech in the Prototype department at Molex of Lincoln. The instructor did an awesome job throughout the entire class, was super informative and integrated advice and stories from his day-to-day job in the field. I would for sure recommend these quick three-day continuing education classes for anyone as they are very informative and will help you in your day-to-day job. I have already signed up for another one and am looking to see what else is available for me to take to ensure I am being the best most knowledgeable person for the job. Thank you, SCC, for having these Continuing Education courses!



### Electrical Fundamentals

Learn what to expect in operational series, parallel and combination circuits through measuring voltage, resistance and current flow with digital multimeters. Topics include electrical terminology, Ohm's Law, schematic reading, components, wiring, and safe work practices.

(2.4 CEUs) **Keyword: Electrical** ▲ ◆ ❖

Jan. 8-10 Lincoln, CEC, 406	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6075-CESA	\$719
Feb. 27-29 York, YKLC, D101	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6075-YKSA	\$629
March 12-14 Lincoln, CEC, 406	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6075-CESB	\$719
May 13-15 Lincoln, CEC, 406	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6075-CESC	\$719
May 14-16 NE City, NCLC, 104	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6075-NCSA	\$719
June 18-20 Falls City, FCLC, 102	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6075-FCUA	\$719

### Motor Control & Relay Logic

⚠ Recommended Prerequisite: Electrical Fundamentals (ELEC-6075) or equivalent

Three-phase motors, motor starters, wiring, relays, timers, schematics, wiring diagrams, industrial symbology, relay logic, and timer circuits will be covered.

(2.4 CEUs) **Keyword: Motor** ▲ ◆

Feb. 6-8 Falls City, FCLC, 102	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6076-FCSA	\$629
Feb. 13-15 Lincoln, CEC, 406	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6076-CESA	\$719
April 15-17 Lincoln, CEC, 406	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6076-CESB	\$719
June 25-27 Lincoln, CEC, 406	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6076-CEUA	\$719

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

❖ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information. 13

## Electrical Troubleshooting

Recommended Prerequisites: Electrical Fundamentals (ELEC-6075) and Motor Controls & Relay Logic (ELEC-6076) or equivalent

Use training equipment with industry-standard devices to improve electrical troubleshooting skills. Includes proven tips and techniques for experts and beginners.

(2.4 CEUs) **Keyword: Electrical** ▲

March 18-20 Lincoln, CEC, 406	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6548-CESA	\$719
May 21-23 Lincoln, CEC, 406	T, W, Th Ives	8 a.m.-5 p.m. ELEC-6548-CESB	\$719

## NEW! 4-Hour Journeyman Exam Prep

This class is for apprentice electricians looking for an accelerated journeyman exam prep class.

This will start with the prep class in the morning followed by the test in the afternoon. The test will be taken at the SCC Testing Center and it is not included in the price of the class. Students must purchase the test separately.

**Keyword: Journeyman**

Jan. 12 Lincoln, LNK, S-1	F	8 a.m.-Noon ELEC-6056-LNSA	\$99
March 22 Lincoln, LNK, TBA	F	8 a.m.-Noon ELEC-6056-LNSB	\$99

## National Electrical Code Seminar

This 12-hour seminar for licensed electricians meets the Nebraska State Electrical Division's 12 code hours of continuing education requirement. Code topics include wiring, protection, equipment, special occupancies, code changes, and more.

(1.2 CEUs) Students are required to purchase the 2023 NEC book. **Keyword: Electrical**

Jan. 13-20 Lincoln, CEC, Aud	S Paulson	7:30 a.m.-2:30 p.m. ELEC-6441-CESA	\$199
Feb. 17-24 Lincoln, CEC, Aud	S Paulson	7:30 a.m.-2:30 p.m. ELEC-6441-CESB	\$199
April 6-13 Lincoln, CEC, Aud	S Paulson	7:30 a.m.-2:30 p.m. ELEC-6441-CESC	\$199

## Industrial Instrumentation & Control

This course is designed to increase skill levels for engineers, technicians, sales representatives, and anyone involved with manufacturing, process controls, energy generation, or automation.

(2.4 CEUs) Training includes lecture and hands-on usage of actual devices such as photo-electric, inductive, capacitive, and temperature sensors. Interface to PLCs and control techniques will be covered using simulation trainer consoles. Such sensors are keys to green building automation.

**Keyword: Industrial** ▲◆

April 9-11 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6234-CESA	\$719
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## Industrial Electro-Pneumatics

Participants with industrial experience learn the principles of basic pneumatic and electro-pneumatic circuits using a computer layout and simulation program. After any problems with the simulated pneumatic circuits have been diagnosed and fixed, then circuits are constructed and operated on the trainer board using actual valves, cylinders and compressed air.

(3.2 CEUs) **Keyword: Pneumatics** ▲

June 4-7 Lincoln, CEC, 406	T, W, Th, F Aden	8 a.m.-5 p.m. ELEC-6871-CEUA	\$719
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## Variable Frequency Drives

This course gives insights to basic theory, installation considerations, control wiring, and programming of parameters to utilize VFDs in industrial and commercial applications. An excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one's daily work.

(1.6 CEUs) **Keyword: Variable** ▲

March 5-6 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6077-CESA	\$499
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## PLC Skills Series

For anyone who works with programmable logic controllers (PLC), these classes focus on background theory, application information, and programming practices of PLCs.

50% of class time is spent on hands-on exercises using custom-built PLC trainers, which will help students learn and retain the knowledge and skills to work with PLCs.

### Introduction to PLCs

This course covers basic function, theory and applications of a PLC for the Automation Direct Click series.

(1.6 CEUs) **Keyword: PLCs**

Jan. 16-17 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6720-CESA	\$499
May 7-8 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6720-CESB	\$499

## Ashton Holtzen

Technician I 34 Electric

My experience was second to none. The instructor did a very good job at starting simple and working his way up to more and more complicated parts. This allowed us less-experienced people to gain basic knowledge while refreshing the others on things that they might have forgotten. There were a lot of hands-on activities to troubleshoot problems by ourselves and made us feel like we were working in the field. I would really recommend this class to people in my field because it gives a basic understanding of how PLCs work and how to program a PLC for many different applications.

### Basic Rockwell RS500 PLC

Prerequisite: Knowledge of industrial machine controls

For people who specify or maintain RSLogix 500-based systems. An advanced version of this class also is available upon request.

(2.4 CEUs) **Keyword: PLC** ▲◆

Feb. 20-22 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-CESA	\$839
March 12-14 NE City, NCLC, 104	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-NCSA	\$839
June 11-13 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-CEUA	\$839

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

◆ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information.

### Basic Rockwell RS5000 PLC

Recommended Prerequisite: Basic Rockwell RS500 PLC (ELEC-6078) or equivalent

For people who specify or maintain RSLogix 5000-based systems.

(2.4 CEUs) **Keyword: PLC** ▲

March 26-28 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-CESA	\$839
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### Advanced Rockwell RS5000 PLC

Recommended Prerequisites: Basic Rockwell RS 500 PLC (ELEC-6078) and Basic Rockwell RS5000 PLC (ELEC-6080) or equivalent

This is an extension of Basic RS5000 for further development of knowledge and application of RS5000 Logix-based systems.

(2.4 CEUs) **Keyword: PLC**

April 23-25 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-CESA	\$839
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Scan to learn more about our electrical & automation courses



*from the cover*

# ASHTON HOLTZEN

Ashton is one of six electrical apprentices with 34 Electric, a local company that started in 2017.

With 12 employees and growing, 34 Electric keeps its eye on the future by investing in its team and technology to meet the changing needs of its clients.

## Q & A with Ashton

### Where do you call home?

I am from Stromsburg, Nebraska, and just recently moved to Tobias, Nebraska.

### What can we find you doing outside of your work with 34 Electric?

As a hobby, my family and I do demolition derby which is a fun activity that mainly takes place during the summertime. I also am a competition robotics coach at my old high school.

*Pictures provided by 34 Electric.*

### Why did 34 Electric send you to the electrical maintenance courses at SCC?

They decided to send me to this course to get me more familiar with PLCs and how they operate to possibly open up a new area of work for the company in the future.

### What makes SCC's courses stand out in terms of quality?

I like the SCC classes because the instructor knew exactly what he was talking about and was very helpful at answering questions that arose in class.



34 Electric team works on a gas station outside of Lincoln.

### Would you recommend someone in your industry take classes at SCC?

I would strongly recommend these courses to anyone in the electrical field because they have many classes that focus on certain aspects of the field to just get a better understanding on a certain subject.

### How did the courses you took fit into your busy work schedule?

These courses are really nice for companies to send employees to because it is a simple two- or three-day course instead of semester-long class.



“As our whole world moves toward automation, it is important for our company to keep up with times. We chose to send Ashton to the PLC Continuing Education course because he is a younger guy who will more than likely face a lot of automation in his Electrical career. With the course only being a couple days long rather than an entire semester or multiple weeks, it was easy to justify even while we are very busy. We ensure all of our employees take continuing education courses annually to keep our knowledge sharp and up-to-date.”

Josh Halbur, 34 Electric

# Welding

## Basic Welding

This is an opportunity for welders of all skill levels to enhance their skills. Classes include safe operation of MIG, TIG, Stick and Oxyacetylene and related shop equipment through hands-on practical welding experiences.

(2.4 CEUs) TWO OPTIONS: a. Meets once a week for eight weeks or b. Meets eight times over two weeks. Students must purchase safety glasses, leather gloves, arc-welding helmet, pliers. Wear closed-toed leather shoes, cotton pants/jeans (no shorts) and a long-sleeve cotton shirt.

**Keyword: Welding** ▲◆

Jan. 6-Feb. 24	S	9 a.m.-Noon	\$299
Lincoln, LNK, K-3	Yueill	WELD-6185-LNSA	
Jan. 29-Feb. 8	M, T, W, Th	6-9 p.m.	\$299
Lincoln, LNK, K-3	McNally	WELD-6185-LNSB	
Feb. 26-March 7	M, T, W, Th	6-9 p.m.	\$299
Lincoln, LNK, K-3	McNally	WELD-6185-LNSC	
March 2-May 4	S	9 a.m.-Noon	\$299
Lincoln, LNK, K-3	Yueill	WELD-6185-LNSD	

## Gas Metal Arc Welding

This is basic instruction in Gas Metal Arc Welding (MIG) for manufacturing and is designed to be two-thirds hands-on practice. This course includes steel and stainless-steel hands-on welding; theory, safety, reading prints, and welding symbols; welding principles and procedures; filler wires, shielding gases, welding power sources, and joint configurations; and manipulative skills and welding positions.

(6.0 CEUs) Personal safety gear is required and can be purchased at your local farm store: welding gloves, safety glasses, helmet, pliers, burn jacket, boots, and Vise Grip®. SCC staff tuition waiver doesn't apply. Half-hour lunch on your own. **Keyword: Welding** ▲

Feb. 2-March 8	Th	5:30-8:30 p.m.	\$879
	F	8 a.m.-4:30 p.m.	
Falls City, FCLC, Ind. Lab	Pagnano		
Fridays: Half-hour lunch on your own		WELD-7729-FCSA	
May 31-July 26	F	8 a.m.-4:30 p.m.	\$879
Falls City, FCLC, Ind. Lab	Pagnano	WELD-7729-FCUA	

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

❖ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information.

## Gas Metal Arc Welding I (Steel)

This is an introduction to Gas Metal Arc Welding (MIG) 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.

(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet, and pliers. For a credit registration form, contact 402-437-2700 or [continuing@southeast.edu](mailto:continuing@southeast.edu).

NE Resident \$181.50/Non-resident: \$213

Jan. 8-April 1 M 5:30-9:10 p.m. See Above  
Deshler, DESH, Shop Hatzenbuehler WELD-1000-OCSA

## Gas Metal Arc Welding II (Aluminum)

⚠ Prerequisite: Successful completion of WELD-1000 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.

(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, contact 402-437-2700 or [continuing@southeast.edu](mailto:continuing@southeast.edu).

NE Resident \$181.50/Non-resident: \$213

Jan. 10-April 3 W 5:30-9:10 p.m. See Above  
Deshler, DESH, Shop Hatzenbuehler WELD-1010-OCSA



# Forklift

## Forklift Operator

Designed for all operators, this course includes safety inspections; design restriction; lifting, moving and placing loads; driving speeds; directions; and ramps. You will perform a pre-start safety inspection and operate a forklift.

Textbook is included in course cost. NSC Certificate of Completion will be given following the examination and successful completion of the course. **Keyword: Forklift** ◆❖

Jan. 20	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8		TRAN-3928-LNSA	
Feb. 23	F	9 a.m.-3 p.m.	\$139
NE City, NCLC, 104	Breidenstine		
Half-hour for lunch on your own.		TRAN-3928-NCSA	
Feb. 24	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-3928-LNSB	
March 16	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-3928-LNSC	
April 20	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-3928-LNSD	
May 31	F	9 a.m.-3 p.m.	\$139
NE City, NCLC, 104	Breidenstine		
Half-hour for lunch on your own.		TRAN-3928-NCUA	
June 1	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-3928-LNUB	
June 29	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-3928-LNUA	

# Manufacturing

## Basic Precision Machining

This course uses a practical approach to basic machining, including proper speed, feed rates and machine setups of lathes, mills and grinders.

(2.4 CEUs) Participants must bring their own safety glasses, calculator and materials for taking notes. No shorts or opened-toed shoes allowed. **Keyword: Precision** ▲

Feb. 12-April 8	M	4:30-7:30 a.m.	\$169
Milford, ETC, 102	Pecka		
No class March 11		MACH-6142-MLSA	
Feb. 19-April 15	M	5-8 p.m.	\$169
Lincoln, TCA, 107	Dunkle		
No class March 11		MACH-6142-LNSA	

# Advanced Precision Machining

Prerequisite: Must be currently enrolled in, or have graduated from the SCC Precision Machining and Automation program. All others must get permission from the PMA program chair (Kirby Taylor [ktaylor@southeast.edu](mailto:ktaylor@southeast.edu)) before enrolling.

This is a machine shop class designed to enhance individual skills. Students work on their own projects brought from home. Projects also can be supplied by the College to further help student development.

All projects must be approved by the Precision Machining and Automation Technology program chair. Students must bring their own safety glasses. No shorts or open-toed shoes allowed. **Keyword: Precision** ▲

Feb. 12-April 8	M	4:30-7:30 p.m.	\$169
Milford, ETC, 102	Pecka		
No class March 11		MACH-6052-MLSA	

# Automotive



## Troubleshooting Automotive Electrical Systems

This class covers basic principles and applications of electronic circuits, electromagnetism and the safe use of a digital multimeter when measuring Volts, Amperes and Ohms. Includes circuit theory to understand Ohm's Law for Series, Parallel and Series Parallel circuits; the design, safe operation and testing of lead acid storage batteries; troubleshooting electrical problems; and read wiring schematics.

(0.6 CEUs) Training consists of three hours lecture and three hours lab. Safety glasses must be worn at all times by students while in the shop, and loose clothing and jewelry are not allowed. **Keyword: Troubleshooting** ❖

Jan. 16 & 30	T	6-9 p.m.	\$89
NE City, NCLC, 104	Spicciati	AUTT-7300-NCSA	
April 16 & 30	T	6-9 p.m.	\$89
NE City, NCLC, 104	Spicciati	AUTT-7300-NCSB	

# INDUSTRY CREDENTIALING

## Food Industry

### Food Protection Manager Online Class

This class is accepted by the Lincoln-Lancaster County Health Department for the sanitation training needed to obtain a Food Protection Manager permit.

This course is delivered entirely online and facilitated by SCC faculty. You will receive your assignments online through Canvas. Upon completion of each reading assignment, you will complete an online quiz. A minimum of 80% is required on each quiz to for you to qualify to take the final exam (ServSafe exam). The ServSafe exam is administered online at SCC locations in Lincoln, Beatrice, Falls City, Hebron, Nebraska City, and York.

You will need a computer (PC or laptop) with high speed internet access (smartphones and tablets do not work) as well as working knowledge of computer and internet experience. The course textbook is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com. Make sure to purchase the accompanying online exam access code. Please note, it may take up to 24 hours to gain access to the course once you're registered.

Class will be active now through June 24, 2024. All coursework needs to be completed by June 30.

**Keyword: Protection**

Online, Canvas	Oerman	\$65	FSDT-3000-WBSA
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### Exam Prep — CDM Credentialing Exam

This online exam prep course is designed specifically for those who are eligible to sit for the Certified Dietary Manager Credentialing Exam.

Each course module begins with a pretest to help you identify your understanding of the content area. You will move through the course at your own pace, utilizing the interactive review materials, example calculations with tutorial videos, flashcards, and reading materials to focus your study. Practice questions include rationale for answers and explanations for calculations. The course culminates with a simulated practice CDM exam.

For registration details, contact Vicki Rethmeier at 402-437-2528 or vrethmeier@southeast.edu. Cost is \$99 per person.

 Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

## Driver Education



### Driver Education Instructor Training

Prerequisite: Must be at least 21 years of age, have a high school diploma or equivalent, valid operator's license held in state of residence for two consecutive years, clean driving record (for the prior five years, the instructor candidate must have no violation on record for which five or more points might be assessed, including probation or other situations in which no points were actually assessed for the violation. You must have no suspensions or revocations on record within the last five years, including no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. DMV Title 247.)

This is a Department of Motor Vehicles-approved course for the certification of instructors to teach driver education in a non-credit format. Focus is on fundamental driver education, curriculum development and presentation skills. The intent of this class is for those individuals who want to teach outside the K-12 system.

Required book is available from AAA at <https://drivertraining.aaa.biz/products/how-to-drive-instructor-kit>. **Keyword: Instructor**

Jan. 22-March 2	Online	\$519
Lincoln, LNK, Arranged	TRAN-3393-HBSCA	
April 8-May 18	Online	\$519
Lincoln, LNK, Arranged	TRAN-3393-HBSCB	

# TALENT DEVELOPMENT

## Power Skills

### NEW! Managing Project Risk

"I wish we would have thought about that" is a common term after projects fail. What if you could learn how to think about the various risks you'll face moving forward? Join us and you'll take away 12 power tips that will help you and your team overcome project risks.

(0.3 CEUs) **Keyword: Risk**

Feb. 15	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom	Slaight	BSAD-7166-TCSCA	

### Developing a Project Management Mindset

We all have projects at home, at work, at school, even at play. How do we manage to keep on top of all that needs to be done? The class will provide 12 power tips that can revolutionize the way you succeed in getting things done.

(0.3 CEUs) **Keyword: Project**

Feb. 8	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom	Slaight	BSAD-7167-TCSCA	

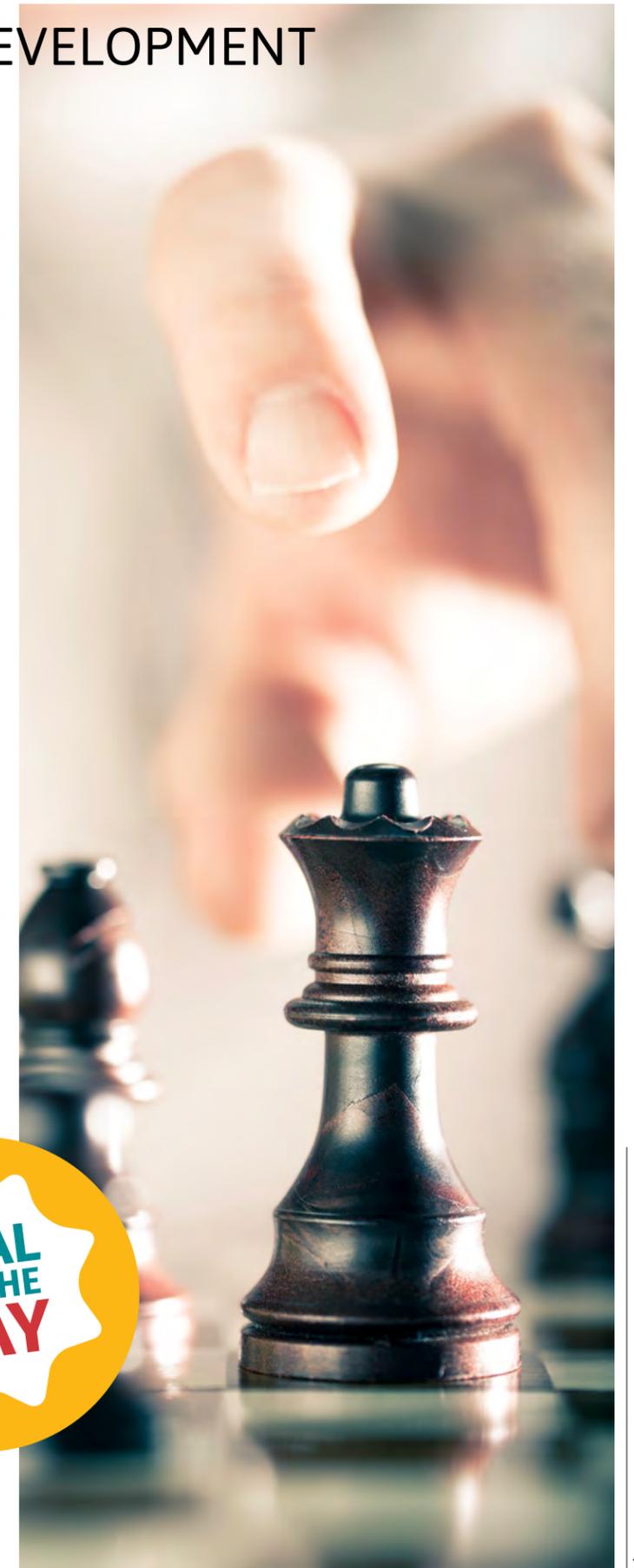
### Project Leader: Servant Leader

As a project leader, have you noticed the team you're leading is no longer behind you? Together we'll consider the skills of a leader who can try to do the impossible.

(0.3 CEUs) **Keyword: Leader**

Feb. 22	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom	Slaight	BSAD-6234-TCSCA	

Take all three  
for only \$399  
Use Course # BSAD-7760





## NEW! Putting Diversity to Work

It pays to diversify . . . and include! More and more organizations are recognizing the potential for increased productivity, profitability, innovation, and employee engagement to be had by creating a truly diverse, inclusive workforce in service to an increasingly diverse customer base.

(0.6 CEUs) **Keyword: Diversity**

May 29	W	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Dechant	BSAD-7168-CEUA	

## NEW! Managing Resistance to Change

Seventy percent of change initiatives fail! Be a part of the 30% that succeed by honing the knowledge, skills and attitudes you'll need to design and drive change initiatives that keep you organization competitive and vibrant in a continually shifting business environment.

(0.3 CEUs) **Keyword: Change**

April 10	W	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Dechant	BSAD-7190-CESA	

## NEW! Ethical Decision-Making Practices & Pitfalls

This program analyzes ethical decision-making models and how to recognize hidden obstacles to making good decisions. It also explores how to create a culture of ethics within an organization.

(0.6 CEUs) **Keyword: Ethical**

March 26	T	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Hutchinson	BSAD-7191-CESA	

## NEW! Managing Customer Service

The need to lead, model and promote your organization's mission within a customer service environment is essential for business success. This course will provide you with opportunities to explore your responsibilities within your role as a leader (supervisor or manager) in a customer service environment and strategies for meeting and exceeding them.

(0.6 CEUs) One hour for lunch on your own.

**Keyword: Service** ❖

Jan. 31	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-7363-NCSEA	

## Your Role as a Supervisor

Congratulations! You're a supervisor! Now what? Can you recall the day you were promoted to supervisor? How did you feel? Proud? Excited? Anxious? If you're like most people, you felt all these things. Well, relax. Though the challenges facing you may seem overwhelming and your chances of success uncertain, you needn't worry. An ongoing collaboration of researchers and working supervisors has amassed an impressive body of knowledge and best practices that can steer you to the success you crave.

(0.6 CEUs) **Keyword: Supervisor**

March 27	W	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Dechant	BSAD-7117-CESA	

## Managing & Resolving Workplace Conflict

According to Gallup, 32 cents of every payroll dollar is wasted on unproductive conflict. This program will teach you how to resolve conflict in ways that get results and enhance working relationships.

(0.6 CEUs) One hour for lunch on your own.

**Keyword: Conflict** ❖

Feb. 28	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-6230-NCSEA	

## Practical Skills in Negotiation & Conflict Management

Learn the theory and practice of interest-based negotiation and mediation techniques and gain the skills that will lead to increased success in negotiating agreements and managing conflict.

(0.6 CEUs) **Keyword: Conflict**

April 30	T	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Hutchinson	BSAD-3715-CESA	

## How to Use Personality to Help You & Your Employees Excel

Utilize the Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator and maximize the strengths and success of you and your team.

(0.6 CEUs) One hour for lunch on your own.

**Keyword: Personality** ❖

June 12	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-6232-NCUA	

## Community Leadership Program

Explore the knowledge, skills and resources required for success as a community leader. You will study how ordinary people can emerge as leaders who can best serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies, and special-purpose districts are in constant need of new ideas to overcome various issues. Lecture, resource hunting and practical table-top exercises prepare you to use the knowledge and skills acquired for your real-world role as a community leader.

Your instructor brings 20 years of government and community experience to the class. **Keyword: Leadership**

Jan. 30-Feb. 13	T	6:30-8:30 p.m.	\$49
Plattsmouth, PLLC, 101	Tilson	AREA-6834-PLSA	
Feb. 27-March 12	T	6:30-8:30 p.m.	\$49
LIVE Online, Zoom	Tilson	AREA-6834-TCSPA	

## Employment Readiness

### Resumes & Interviews: Create Your Toolkit

You get one chance to impress a potential employer. Learn best practices of writing your resume and preparing for your interview. You will produce a resume for professional review and participate in a mock interview either in-person or via Zoom. **Keyword: Resumes**

Feb. 20-27	T	6-8 p.m.	\$59
LIVE Online, Zoom			
Falls City, FCLC, 102			AREA-6745-FCSA

### The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook® taking over our social lives, some might find it difficult to engage in normal conversation because of lack of face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills. **Keyword: Communication**

Feb. 12-26	M	6-8 p.m.	\$59
LIVE Online, Zoom	Ord		AREA-6835-TCSSWA

❖ **Nebraska City Job Enhancement Scholarship eligible**

See page 30 for more information. 23



## Human Resources

### Human Resource Certificate of Professional Development

The Human Resource Certificate of Professional Development can get you one step closer to achieving your career goals while also preparing you to take the aPHR exam, a nationally recognized certification through HRCI.

Includes:

- Course materials
- aPHR registration and exam fee
- 12-month LincolnHR membership
- Individual instructor consultation

(2.1 CEUs) **Keyword: Resource** ▲ ◆

March 14-April 25	Th	1-4 p.m.	\$2,950
LIVE Online, Zoom	Yankech	BSAD-3044-TCSCA	
March 14-April 25			\$2,950
Online, Canvas	Yankech	BSAD-3044-WBSCB	



### The Employee Experience

The employee experience impacts the successful recruitment of qualified applicants, employee satisfaction and retention, and today it is as vital as salaries and benefits.

We will focus on three critical EX elements of leadership, culture and strategy and will highlight considerations for senior leaders, human resource professionals, managers, and employees. Organizational behavior concepts such as decision-making, cultural change, agile organization, and organizational assessment will be emphasized during this interactive course. If you want to make a difference, we invite you to join us.

(1.2 CEUs) **Keyword: Employee**

May 2-23	Th	1-4 p.m.	\$595
LIVE Online, Zoom	Yankech	BSAD-3714-TCSCA	



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

**This program has been approved for 12 business credit hours through HRCI.**

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

See page 30 for more information.

# The Multidimensional Office Professional

Join us for a day dedicated to celebrating YOU! From coffee and pastries to engaging speakers and fun prizes, this day is sure to say “thank you” for all that you do each and every day!

## Wednesday, April 24

8 a.m.-4 p.m.  
\$75  
Lincoln, CEC

**Register by March 1 and receive a T-shirt!**

*Conference Partners*

## Agenda

**Morning**

- 8:30 a.m. Check-in and Light Breakfast
- 9 a.m. Welcome and Logistics of the Day
- 9:30 a.m. Breakout Sessions
- 10:30 a.m. Break and Vendor Showcase
- 11 a.m. Breakout Sessions

**Afternoon**

- Noon Catered Lunch
- 1:15 p.m. Breakout Sessions
- 2:15 p.m. Break and Afternoon Refreshments
- 2:30 p.m. Breakout Sessions
- 3:30 p.m. Closing and Prizes

**To register and find additional event details** → <https://officeprofessionalconference.eventbrite.com>

# ENTREPRENEURSHIP CENTER



SCC's Focus Suites are a professional and comfortable place to do business, for real. Business owners in the Focus Suites community are passionate about their work. Some are just starting their entrepreneurial journey while others have celebrated many milestones.

### Services

- Focus Suites Memberships (with and without office rental space)
- Focus Coaching
- Perk Up Thursday Weekly Coffee, Do Business for Real Book Club and Networking

### Focus Coaching

Focus Coaching is a customizable coaching experience designed to help entrepreneurs identify their strengths and vulnerabilities.

Participants are introduced to tools for informed decision making. The first session is free so we can learn about your unique business situation, determine if Focus Coaching is a fit, or if there is another resource we can recommend.

### Focus Suites

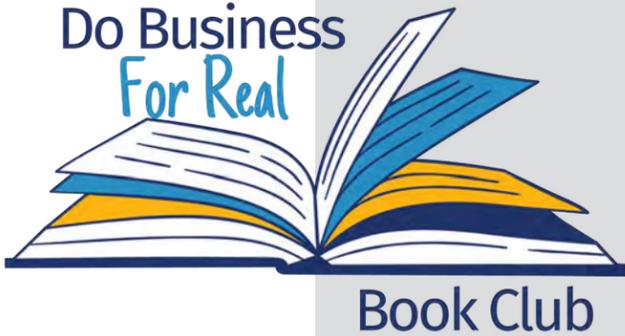
Building a business requires drive and focus. In a culture that celebrates the process, business owners can avoid getting overwhelmed and face change alongside others who have similar challenges.

- Individual office suites with 24/7 access (or virtual membership if office space is not needed)
- Supportive, collaborative community culture
- Flexible leases and affordable rental rates
- Free parking and high-speed internet
- Shared Collaboration Room

For more information on the Focus Suites opportunities, visit



or call us at 402-323-3629.  
 Follow the Focus Suites on Facebook® (SCC.Eship) and Twitter (SCC\_Eship).



This is a low-commitment and casual book club, and you don't have to read the chapters to attend our meetings. Come when you can, leave when you need to and read what you want.

Attend Tuesdays at noon in person or via Zoom and feel free to bring your lunch!

For book information, Zoom access and additional resources, check out our

Do Business For Real Book Club Facebook group: [facebook.com/groups/dobusinessforrealbookclub](https://facebook.com/groups/dobusinessforrealbookclub)

or contact Brooke at [blenhoff@southeast.edu](mailto:blenhoff@southeast.edu) to be added to the email list.



Join us at 10 a.m. for relaxed networking and our spotlight speaker who shares stories about their business experiences and

entrepreneurial journey. These stories include why an entrepreneur got started, what they have learned along the way (the good, the bad and sometimes the ugly) and what keeps them perked up and passionate about what they do.

### for here or to go?



SCC Focus Suites  
3rd Floor Commons  
28 S. 68th St. Place  
Lincoln

Via Zoom or catch the replay on YouTube



## Agri-Business

### Passing the Farm to the Next Generation

The farm succession workshop will be presented by Allan Vyhnaek, an extension educator emeritus, for farm and ranch transition and succession for Nebraska Extension, and Brandon Dirkschneider, a Certified Financial Planner and farm succession coordinator with Insurance Design Management in Omaha. They will offer tools and strategies to effectively plan, start and complete estate plans, offer background on common mistakes during the process and highlight essential considerations for creating and carrying out estate and succession plans.

“The common mistake is that most know that they need an estate plan, but never get around to putting a plan into a legal document,” Vyhnaek said. “Over several years, at the end of the workshop, the most common comment is that the participants wished that they had started learning the steps to start and complete a plan sooner.”

The workshop will offer practical ideas and strategies that are valuable when putting together the specific action ideas to carry out the overall estate plan. Lunch will be served. **Keyword: Farm**

Feb. 15	Th	10 a.m.-2 p.m.	\$15
Falls City, FCLC, 109	Vyhnaek	AREA-0143-FCSA	



## Small-Business Essentials

### NEW! Mastering LinkedIn: Marketing for Business Success

This comprehensive LinkedIn marketing course is designed to empower entrepreneurs, marketers and professionals with the knowledge and skills needed to leverage LinkedIn’s vast network for brand growth, lead generation and thought leadership. Whether you’re a seasoned marketer or new to the platform, this class will provide actionable insights and strategies to elevate your LinkedIn marketing game. **Keyword: LinkedIn** ❖

Feb. 6-8	T, Th	6-8 p.m.	\$79
NE City, NCLC, 104	McKinney	BSAD-3349-NCSA	

### NEW! Zoom for Business: Essential Skills for Success

This compact, yet comprehensive Zoom class is designed to empower you with the essential skills needed to navigate Zoom’s features confidently. Whether you’re a remote worker, business leader, educator, or team member, this class will equip you with the knowledge to make the most out of Zoom’s capabilities. **Keyword: Zoom** ❖

March 5-7	T, Th	6-8 p.m.	\$79
NE City, NCLC, 104	McKinney	BSAD-3350-NCSA	

### Zoom: Everyone’s Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

**Keyword: Zoom**

Feb. 27	T	1-4 p.m.	Meyer	\$49
LIVE Online, Zoom			AREA-0934-TCSFA	
NE City, NCLC, 104			AREA-0934-FCSA	

❖ **Nebraska City Job Enhancement Scholarship eligible**

See page 30 for more information.

## Accounting for Business Owners

This course is taught by a CPA and is intended for business owners, managers and others looking to gain a basic understanding of accounting used in small businesses or organizations. We will explore the various types of business entities, basic business registration and compliance requirements, general bookkeeping and accounting concepts, components of financial statements, budgeting, and basic income tax accounting.

(0.4 CEUs) **Keyword: Accounting**

Feb. 8	Th	8:30 a.m.-12:30 p.m.	\$79
Lincoln, CEC, 402	Johnson	ACCT-7293-CESA	
April 18	Th	8:30 a.m.-12:30 p.m.	\$79
Lincoln, CEC, 402	Johnson	ACCT-7293-CESB	

## Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Two hours of personalized training to meet your needs will be scheduled at a Learning Center at a time convenient for you and the instructor. **Keyword: Marketing**

York Area	Fisher	\$99	AREA-7293-YKSA
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## Starting a Small Business

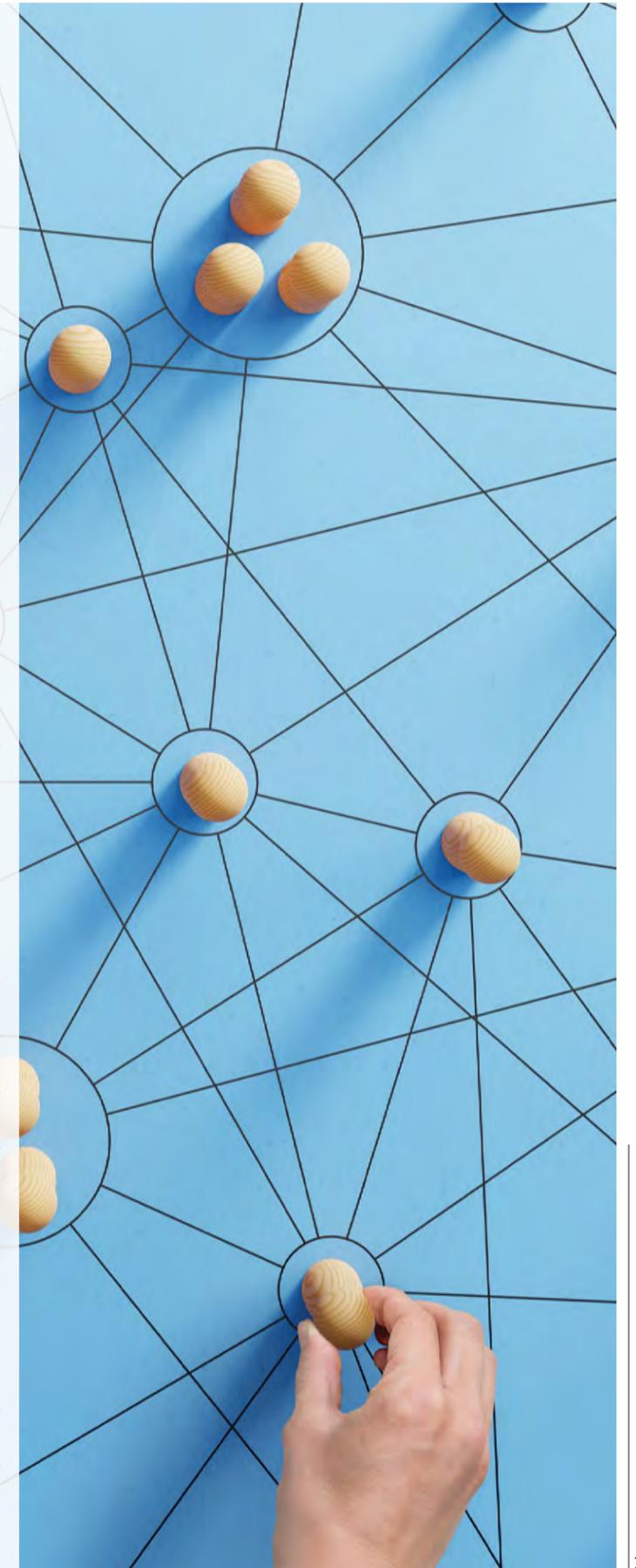
Have you had an idea for a small business but aren’t sure where to start? Visit with an expert and get a few tips and tricks. **Keyword: Business**

March 6	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCSFI	
March 21	Th	7-8 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCSFK	
April 10	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCSFM	
June 13	Th	7-8 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCUFA	

## Business Networking for Introverts

Are you an introvert and find business networking difficult? Join us for an opportunity to learn networking tips and ideas while connecting with other introverts in southeast Nebraska. **Keyword: Networking**

April 24	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCSFN	
May 9	T	7-8 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCSFP	



# FINANCIAL RESOURCES

## ▲ Gap Assistance

This program provides need-based financial support for tuition and other eligible costs for approved, short-term non-credit training opportunities focused on employment and select credit courses.

connect to learn more

Heather Bloomquist  
• 402-323-3394  
• hbloomquist@southeast.edu

## CE Scholarship

The Southeast Community College's Continuing Education scholarship are one-time awards to help students take the next step in pursuing their personal or professional goals. The CE Scholarship will award 75% of the tuition up to \$100.

scan to learn more



or contact  
Paul Lytle at  
402-437-2508 or  
plytle@southeast.edu



Empowering Nebraskans to achieve economic independence and thrive in work and life in partnership with employers

We help job seekers and employers by providing a variety of no cost employment support services

connect to learn more:

ajc.lincoln.ne.gov  
402-441-1640  
1330 N St. Lincoln, NE

● **NEworks - ETPL Approved Programs** can be found at:

<https://networks.nebraska.gov/vosnet/drills/program/ApprovedPrograms.aspx>

## ◆ Job Enhancement Scholarship

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

This scholarship is for Nebraska City residents only and applies to selected courses.

scan to learn more and apply



or contact  
Cindy Meyer at  
402-323-3636 or  
cmeyer@southeast.edu

Funds are being provided by the Nebraska City Community Foundation Fund



We are problem solvers. We listen and ask the right questions to make sure we understand your business and workforce needs. We believe in collaboration and designing solutions for long-term success. With our tailored approach, you can hold training sessions where it works best for you and your team, whether you prefer in-person training at your office, on-site at one of our locations or through virtual training sessions.

## Our Process



### Discover

What does success look like for you? We will conduct a thorough needs analysis to identify key learning and business outcomes.



### Design

Together we will design a plan based on your organization's needs, goals, budget, and best-practices. We will select an instructor with the content expertise and teaching style that fits your organization.



### Customize

Customized content is designed to fit your needs. Considerations include your employees' learning styles and knowledge levels, as well as your company's culture.



### Deliver

Your employees can expect a training experience that combines industry expertise with valuable insights led by our knowledgeable and dynamic instructors.



### Evaluate

How do you measure success? Together we will devise evaluation metrics and practices that you can put into place to help reinforce the concepts learned and help your organization measure the effectiveness of the training.

Contact a Client Manager  
402-437-2507  
training@southeast.edu



**Coming in  
2024**

**a NEW & EASIER  
way to register**

Watch your mail  
for more information

# WAYS TO REGISTER

## ONLINE

- [southeast.edu/business-and-community](https://southeast.edu/business-and-community)
- Use the course **KEY WORD** or **COURSE #** to find the class
- Register and Pay (Print the confirmation screen for your records.)

## IN PERSON

at the SCC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln

- Monday-Thursday, 7:30 a.m.-7:30 p.m.
- Friday, 7:30 a.m.-5 p.m.
- Saturday, 7:30-11:30 a.m.

and at our other SCC campuses and Learning Center locations during business hours (see next page for location addresses and contact information).

## ADDITIONAL INFORMATION

**Cancellation/Refund Policy**  
<https://bit.ly/3PScUPB>

**ADA Reasonable Accommodations**  
[southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/guidelines-and-procedures/reasonable-accommodations.php](https://southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/guidelines-and-procedures/reasonable-accommodations.php)

**FERPA and Social Security Number**  
[southeast.edu/footer/privacy-statement.php](https://southeast.edu/footer/privacy-statement.php)

*Accredited by the Higher Learning Commission.*

SCC is an equal opportunity educator and employer. SCC es un patrono con Igualdad de Oportunidades en el Empleo y la Educación. // [southeast.edu/diversity](https://southeast.edu/diversity)

*we are where you are*

## LOCATIONS

Beatrice .....Beatrice Campus  
4771 W. Scott Road, Beatrice, NE  
402-228-3468

Deshler, DESH .... Deshler High School  
1402 Third St., Deshler, NE

Falls City, FCLC.....Learning Center  
at Falls City  
3200 Bill Schock Blvd., Falls City, NE  
402-323-3396

Hebron, HNLC.....Learning Center  
at Hebron  
610 Jefferson Ave., Hebron, NE  
402-323-5591

Lincoln, CEC.....SCC Jack J. Huck  
Continuing Education Center  
301 S. 68th St. Place, Lincoln, NE  
402-437-2700

Lincoln, LNK ..... Lincoln Campus  
8800 O St., Lincoln, NE  
402-471-3333

Lincoln, TCA.....The Career Academy  
at SCC Lincoln Campus  
8800 O St., Lincoln, NE

Milford, ETC .....Milford Campus  
Eicher Technical Center  
600 State St., Milford, NE  
402-761-2131

NE City, NCLC.....Learning Center  
at Nebraska City  
1406 Central Ave., Nebraska City, NE  
402-323-3636

Plattsmouth, PLLC.....Learning Center  
at Plattsmouth  
537 Main St., Plattsmouth, NE  
402-437-2298

Wahoo, WHLC .....Learning Center  
at Wahoo  
536 N. Broadway St., Wahoo, NE  
402-323-5581

York, YKLC ..... Learning Center at York  
401 N. Lincoln Ave., York, NE  
402-323-3634



**QUESTIONS**  
[continuing@southeast.edu](mailto:continuing@southeast.edu)  
402-437-2700

SCAN TO STAY  
UP-TO-DATE  
WITH  
TRAINING AND  
DEVELOPMENT





## Show employers what you know.



*The Northstar  
Basic Computer  
Skills Certificates  
can help you  
move ahead.*

**SCC is now a Northstar Digital Literacy Location.**

*For more information, contact Lora Ives at [lives@southeast.edu](mailto:lives@southeast.edu) or 402-437-2714.*