

Business Development

Spring 2020

ACCOUNTING, FINANCIALS & INSURANCE

NEW! Accounting for Small 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 the accounting used in small business 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 and how to read these, budgeting and basic income tax accounting.

This course is offered in the morning before "Working with QuickBooks Online" if you wish to take both courses on the same day.



Keyword: Accounting

June 23	T	8:30 a.m.-Noon	\$109
LIVE Online, Zoom	Johnson	ACCT-3516-TCUC	

NEW! Working with QuickBooks Online

Prerequisite: Microsoft Windows and Internet browser experience

Explore 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.

This course does not configure or customize the software for your business or organization. This course is offered in the morning before "Accounting for Small Business Owners" if you wish to take both courses on the same day.



Keyword: Quickbooks

June 23	T	1-4:30 p.m.	\$79
LIVE Online, Zoom	Johnson	ACCT-3515-TCUC	

NEW! QuickBooks Desktop 2019: Basic

Prerequisite: Microsoft 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.

This basic course does not configure or customize the software for your business.

Keyword: QuickBooks

May 19	T	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408	Johnson	ACCT-7280-CESA	

NEW! QuickBooks Desktop 2019: Intermediate

Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience

Expand your understanding of QuickBooks Pro through 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.

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, bring your own documents and/or laptop. Lunch is on your own.

Keyword: QuickBooks

June 9	T	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 408		ACCT-7281-CEUA	

Accounting Fundamentals Series / QuickBooks 2019 Series (Online—Ed2Go)

See page 9 for more information.

Nebraska Worker Training Grant Writing Workshop

See page 3 for more information.

SMALL-BUSINESS ESSENTIALS

SCC is pleased to present classes designed to assist current and prospective small-business owners and managers to enhance their businesses' success. We offer classes based on recommendations from the area business community and SCC Focus Suites.

For more information about the SCC Focus Suites, visit www.southeast.edu/entrepreneurship.

Business Plan Basics

Learn how to take your business idea and write up a complete business plan ready to present. Discussion will include topics like identifying your product and customers, marketing your business, identifying your start up and ongoing costs, how to obtain funding, and putting it all in a final business plan.

SCC staff tuition waiver does not apply.



Keyword: Business

May 4	M	6-9 p.m.	\$49
LIVE Online, Zoom	Hurley	BSAD-7309-TCSB	

Common Sense Marketing for Small Business

The workshop will help small-business owners correctly identify their customer segments and learn techniques for reaching those segments. The workshop also will cover common marketing mistakes made by small businesses. The workshop will emphasize how business owners can effectively spend their limited marketing dollars.



Keyword: Marketing

June 6	S	9 a.m.-Noon	\$56
LIVE Online, Zoom	Bors	BSAD-7313-TCUB	

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place

Questions? Contact us at continuinged@southeast.edu



These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

Register online today at <http://bit.ly/RegisterCE>

If you are unfamiliar with Zoom, use this link to access a short tutorial. <https://www.youtube.com/watch?v=9isp3qPeQ0E>



Marketing 2.0

After the website, social media platforms and chamber memberships, what's next for your business and/or personal profile? Marketing 2.0 covers a few key components: blogging for business, email/target marketing, additional content marketing (other multimedia such as video, podcasts, newspaper, and radio), leveraging events for lead generation/customer advocacy, and touch-point lists. Establishing approaches for these components allow you to take your marketing beyond the introductory level without breaking the bank.



Keyword: Marketing

May 18	M	6-9 p.m.	\$69
LIVE Online, Zoom		Roush	BSAD-7116-TCSB

NEW! Accounting for Small Business Owners

See page 1 for more information.

Using Video in Marketing

From the background behind this tool to editing video, this class will provide an engaging opportunity to learn how to use video when marketing your small business. Learn the important elements needed to enhance your marketing needs using videos.



Keyword: Video

June 9-23	T	6-8 p.m.	\$99
LIVE Online, Zoom			BSAD-7305-TCUB

NEW! Working with QuickBooks Online

See page 1 for more information.

Introduction to Podcasting

See page 12 for more information.

Virtual Perk Up Thursday Weekly Coffee

May 7-June 25 • 10-11 a.m.

Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a speaker who shares real stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started in their business, 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!



Sign up for the newsletter at www.southeast.edu/entrepreneurship.

SOCIAL MEDIA FOR BUSINESS

Social Media for Business Certificate (Online—UGotClass)

See page 9 for more information.



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FREE TRAINING

The **Gap Tuition Assistance Program** provides financial assistance for need-based tuition and other eligible costs for approved, **credit** and **non-credit** short-term training programs for in-demand occupations. Short-term training focused on employment!

Are You Eligible?

SCC's Continuing Education Division utilizes the Gap Tuition Assistance program to provide financial assistance for tuition and other eligible costs to participants. Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, required fees, and equipment.

Selection Process

1. Submit your application and research your program of study choice(s).
2. Meet with the Gap Assistance specialist to discuss your training request.
3. Your eligibility to receive funding will be determined through an evaluation of your application and an interview with the Gap Assistance specialist.

For more information, visit www.southeast.edu/cefnassist or contact us at 402-323-3394 or hbloomquist@southeast.edu

Approved Programs of Study are available in the following areas:

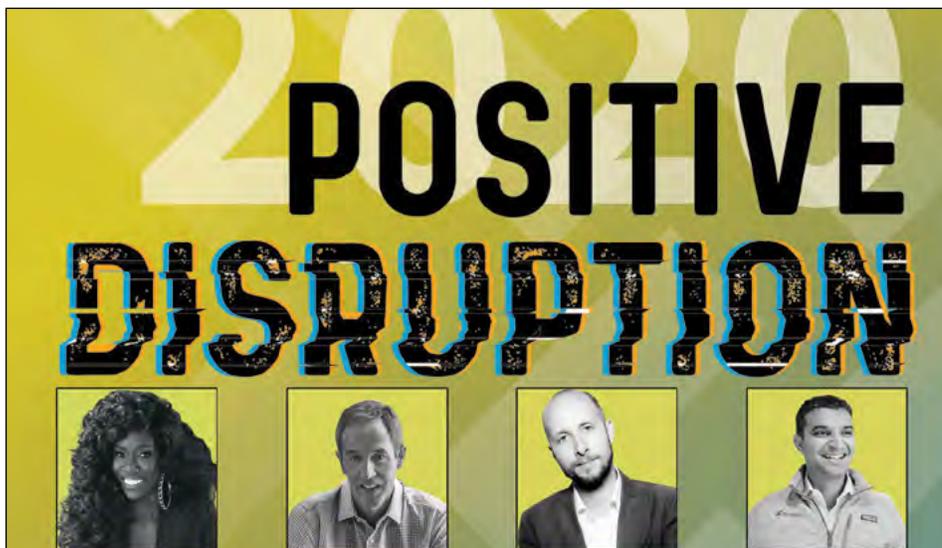
- Professional Truck Driver Training **NEW!**
- Nursing Assistant **NEW!**
- Medication Aide
- RN/LPN Refresher Course
- Machining
- Electrical Maintenance
- Welding
- Microsoft Applications
- Leadership Certificate
- Lean/Six Sigma
- A+ (IT Technician)
- CompTIA N+
- CCNA (1-2 and 3-4)
- Fiber Optics

Careers & Professional Development

Spring 2020

BUSINESS LEADERSHIP

LEADERSHIP & EXECUTION



2020 POSITIVE DISRUPTION

Four speaker portraits are shown below the title: a woman with dark curly hair, a man in a light shirt, a man with a beard in a dark jacket, and a man in a light jacket.

Leadercast Live 2020: Positive Disruption

Disturbance. Disorder. Disarrangement. Many people think these are negatives in the workplace, but Leadercast Live 2020 will show how disruption is the best way to make positive, lasting changes in your organization and beyond. The speakers who will take the stage are change-makers. They are trailblazers and face big ideas head-on to take their teams to new heights. Learn from our leadership experts on how to purposefully interrupt organizational functions to bring new energy, ideas, processes and success to your team. Discover how to upset the status quo to incite positive change that will echo throughout your organization. Leadercast Live, the largest one-day leadership event in the world is broadcast live each year from Atlanta. This career-changing leadership event brings together globally respected experts on one stage to share knowledge and insights from their leadership journeys and provides leaders of all levels with the tools and wisdom to grow in their leadership and transform their organizations for the better.



Featured World-Renowned Change Makers:

- **Bozoma Saint John**, Chief Marketing Officer, Endeavor
 - **Andy Stanley**, Best-Selling Author and Leadership Communicator
 - **Matt Wallaert**, Behavioral Scientist and Chief Behavior Officer, Clover Health
 - **Sangram Vajre**, Co-Founder and Chief Evangelist, Terminus: Account-Based Marketing
- For more information and to register, visit leadercast2020scclincoln.eventbrite.com.**

May 7 Th 8 a.m.-2:30 p.m. \$69 LIVE Online

JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)
Attention: Nebraska City Residents

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?

For more information, visit
<http://www.southeast.edu/nebraskacitylc>
or contact Cindy at cmeyer@southeast.edu.



Funds are being provided
by the Nebraska City
Community Foundation Fund

MANAGING PEOPLE & PROJECTS

Project Management Certificate (Online—UGotClass)

See page 9 for more information.

PROFESSIONAL DEVELOPMENT

Enhance Your Public Speaking

One of the most valuable skills is one of the hardest. This class will fill your toolbox with the essentials of successful public speaking. Through discussion, peer reviews, and hands on experience, you will leave this class with an enhanced comfort to take on your next public speaking event.



Class meets May 5 from 6-9 p.m. and
May 12 from 6-8 p.m.

Keyword: Teams

May 5 & 12 T See Desc. \$89
LIVE Online, Zoom Hofmaster BSAD-7328-TCSB

Marketing 2.0

See page 2 for more information.

Food Protection Manager Online Class Online

See page 11 for more information.

Data Analysis Certificate (Online—UGotClass)

See page 9 for more information.

GRANT FUNDING

Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant for the June 30 application cycle, this is an opportunity you don't want to miss. This is a hands-on grant application writing workshop.



A checklist to assist you in preparing for the seminar will be provided prior to the workshop. There is NO CHARGE to attend the workshop. **To register, visit sccneb.eventbrite.com.**

8:30 a.m. Grant Overview
9:30 a.m. Grant Application Completion

May 8 F 8:30 a.m.-12:30 p.m.
LIVE Online (Registration Deadline: May 6)



These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

Register online today at <http://bit.ly/RegisterCE>

If you are unfamiliar with Zoom, use this link to access a short tutorial. <https://www.youtube.com/watch?v=9isp3qPeQ0E>

LARABEE SCHOOL.COM

SIGN UP TODAY

VIEW CLASS DETAILS, LOCATIONS, & MORE ON
LARABEE SCHOOL.COM

CLASSES AVAILABLE

Principles & Practice

is practical real estate learning that is 100% necessary to any agent or future agent's success. The content of this class is geared toward teaching learners how to lead their clients through the real estate transaction process, how to make informed business decisions and prepares learners to test at the national and state level. The course uses a variety of educating techniques to suite all types of learners – a required course for obtaining your real estate license.

Nebraska License Law

focuses on the knowledge most critical to Licensee training in Nebraska License Law. This is separate from the National portion of the licensee exam. In addition, this course is designed to develop effective classroom training.

Real Estate Finance

discusses the essentials of real estate finance, emphasizing the importance of our credit-based economy, supply and demand and how the relationship between the local financial market and the national secondary market affect real estate. In addition it discusses processes in individual transactions important for the successful real estate agent to understand.

LARABEE
School of Real Estate

402.436.3308

CE Classes • Broker Classes Available



Trades & Industrial Technology

Spring 2020

ELECTRICAL

Industrial Communications & Networking

This training will provide participants with an overview of common industrial networking protocols. Introduction of the OSI model, TCP/IP, IP networking, switches and routing, and VLANs. Hands-on network setup and testing.
(2.4 CEUs)

Keyword: PLC

May 19-21 T, W, Th 8 a.m.-5 p.m. \$895
Lincoln, CEC, 405 Redler ELEC-7346-CESA

Introduction to Siemens PLC Programming

This training will provide participants with an overview of the Siemens PLC architecture and terminology with a comparison to Allen-Bradley. Basic programming of a Siemens PLC using the S7-1200 and TIA-Portal.
(2.4 CEUs)

Keyword: PLC

May 26-28 T, W, Th 8 a.m.-5 p.m. \$895
Lincoln, CEC, 405 Redler ELEC-7347-CESA

INDUSTRIAL, MANUFACTURING & WELDING



Customized Welding Training Offered for Your Company

Looking to improve welding skills and techniques for your employees? SCC's Training Solutions can work with your company to customize training for your business.

Contact Caleb Berg, Training Solutions, at cberg@southeast.edu.

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place



Looking for Instructors to Teach

SCC is seeking instructors who would enjoy teaching.

From arts to foods, personal development to recreation, we offer a variety of classes at many locations. Have a class you'd like to teach that we don't offer? Let us know.

Submit courses you would like to teach at:
<http://bit.ly/wanttoteachsc>

Questions? Contact us at continued@southeast.edu

Connect with Us!



SCCNebCE
sccbeatricece
SCCLearningCenteratFallsCity
SCCLearningCenteratHebron
SCCLearningCenteratNebraskaCity
SCCLearningCenteratPlattsmouth
SCCLearningCenteratWahoo
SCCLearningCenteratYork
SCC.Eship



SCCNebCE
SCC_Eship



Customized On-site Training for Business & Organizations

SCC provides ON-SITE TRAINING. This training can be delivered exclusively to your organization and customized to your unique needs. Grants may be available to assist with your learning and development initiatives.

Contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

Health Care

Spring 2020

EMERGENCY MEDICAL SERVICES

EMT

These classes are part of the Paramedic program.

For a complete list of classes offered, see the Credit Class schedule at www.southeast.edu/classsschedules or contact Cherri Fuehring at clynch-fuehring@southeast.edu.

EMT Refresher

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

This 20-hour course can be taken for National Registration Renewal and/or CEUs can be given. **This class is scheduled based on community needs.** For more information, contact Jennifer Keitges at jkeitges@southeast.edu.

EMS ADDITIONAL SKILLS COURSES

EMR Courses: Aspirin administration course, epinephrine auto-injector course, application of immobilization devices course, and patient transport course.

EMT Courses: Non-visualized advanced airway management course, continuous positive airway pressure course, glucometer course, intravenous fluid monitoring only course, peripheral intravenous access and monitoring course and albuterol nebulizer and epinephrine auto-injector administration course.

For more information, contact Jennifer Keitges at jkeitges@southeast.edu.

HEALTH CARE PROVIDERS CEUs

For a full list of continuing education (CEU) courses, please visit <http://bit.ly/cenursingprofessionals>. For questions, email continuinged@southeast.edu.

HEALTH OCCUPATIONS

Nursing Assistant

For more information, visit www.southeast.edu/nursingassistant.

Medication Aide Training

For more information, visit www.southeast.edu/medicationaide.



www.ed2go.com/sccne

BROWSE COURSES IN

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical

Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing



<http://bit.ly/SCC-UGotClass>

BROWSE CERTIFICATES & COURSES IN

Business
Business Communication
Health
Human Resources
Leadership
LEED Green Workplace
Management

New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers



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Computers & Technology

Spring 2020



GETTING STARTED

INTRODUCTORY CLASSES

One-on-One Computer Training: 3 Hours

This learning opportunity is designed for any person who wants one-on-one attention from a computer applications subject matter expert. Registration gives you up to three hours of personalized attention on the computer topic that meets your specific need. Training topics may include: Windows or Apple/MAC Operating System, Basic Computer Assistance, MS Office, Word, Excel, Access, Outlook, Evernote, social media, and QuickBooks.

After registration, a college representative will contact you to discuss your training needs. Training is scheduled at a time convenient for the student and instructor.

Keyword: Computer

Falls City Area	\$99	AREA-0927-FCSA
Hebron Area	\$99	AREA-0927-HNSA
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

SMART DEVICES

One-on-One Smart Device Training

This learning opportunity is for the person who wants one-on-one instruction on using a smartphone or smart device. Subject-matter experts will work with you at a comfortable learning pace. Instruction is available for beginning users and troubleshooting with iPhone, iPad and Android devices.

Registration gives you up to one hour of personalized attention on the smart device that meets your specific need. After registering, a college representative will contact you.

Keyword: Smart

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

INTERNET

Scratch 3.0: Imagine, Program, Share (Ages 10-13)

See page 13 for more information.

SOCIAL MEDIA

One-on-One Social Media Training

This learning opportunity is designed for the person who wants one-on-one instruction for how to use social media. Subject-matter experts will work with you at a pace in which you are comfortable. Instruction is available for beginning users as well as those who have developed specific questions and want to delve deeper into Facebook®, Pinterest, Twitter, etc.

Registration gives you up to one hour of personalized attention on topics that meets your specific need. After registering, a college representative will contact you to help develop your individualized training plan.

Keyword: Social

Nebraska City Area	\$35	AREA-1376-NCSA
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Social Media for Business Certificate (Online—UGotClass)

See page 9 for more information.

PROGRAMMING & NETWORKING

Scratch 3.0: Imagine, Program, Share (Ages 10-13)

See page 13 for more information.

Certificate in Structured Query Language (SQL) (Online—UGotClass)

See page 9 for more information.

Hack Your Way to Security / Introduction to Python 2.5 Programming / SQL Series (Online—Ed2Go)

See page 9 for more information.



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Training Solutions, at
mhimmelberg@southeast.edu.

Questions? Contact us at
continuing@southeast.edu

SOFTWARE APPLICATIONS

Introduction to Crystal Reports (Online—Ed2Go)

See page 9 for more information.

ADOBE

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 Training Solutions at continuinged@southeast.edu.

MS OFFICE

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at www.southeast.edu/Technology.

PowerPoint 2016: Basic

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

Purchase the book from the SCC Campus Store at www.sccbookstore.com. Please allow 7-10 days delivery.



Keyword: PowerPoint

June 17 & 18 W, Th 5:30-9 p.m. \$159
LIVE Online, Zoom Carr OFFT-7245-TCUB

Word 2016: Basic

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

Purchase the book from the SCC Campus Store at www.sccbookstore.com. Please allow 7-10 days delivery.



Keyword: Word

June 15 & 22 M 5:30-9 p.m. \$159
LIVE Online, Zoom Hopwood OFFT-7238-TCUB

QUICKBOOKS

NEW! Introduction to QuickBooks Online

See page 1 for more information.

QuickBooks 2019 Series (Online—Ed2Go)

See page 9 for more information.

WEB DEVELOPMENT & DESIGN

SharePoint

If you are looking for basic SharePoint training to help your employees better understand the most common tasks associated with updating/editing your SharePoint environment, or if you want to expand your knowledge and use of specific features of SharePoint, SCC can assist you.

For more information on customized SharePoint training, contact Lora Ives, Training Solutions, at lives@southeast.edu.

Using Video in Marketing

See page 2 for more information.



These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

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www.ed2go.com/sccne



<http://bit.ly/SCC-UGotClass>

BROWSE COURSES IN

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College Readiness
Computer Applications
Design and Composition
Health Care and Medical

Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing

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Health
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Leadership
LEED Green Workplace Management

New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers

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Online Learning

BROWSE COURSES IN

Accounting and Finance

Business

College Readiness

Computer Applications

Design and Composition

Health Care and Medical

Language and Arts

Law and Legal

Personal Development

Teaching and Education

Technology

Writing and Publishing



QuickBooks 2019 Series

Small business owners should be using QuickBooks to manage invoices, pay bills and track expenses. If you want to take control of your business's finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software's more advanced features.

Introduction to Crystal Reports

Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

Introduction to Python 2.5 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.



Hack Your Way to Security

Use ethical hacking techniques to locate and close security holes in your own network.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

www.ed2go.com/scne



SKILLS FOR THE 21ST CENTURY

Certificate in Structured Query Language (SQL)

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL also can lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.

Instructor: Cecilia Allison

\$595 for full certificate

Introduction to SQL: Offerings start monthly, February-September; Single Course \$245

Intermediate SQL: Offerings start monthly, March-October (not available as single course)

Advanced SQL: Offerings start monthly, April-November (not available as single course)

Data Analysis Certificate

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Project Management Certificate

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook® to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

BROWSE CERTIFICATES & COURSES IN

Business

Business Communication

Health

Human Resources

Leadership

LEED Green Workplace

Management

New Media Marketing

Personal Development

Social Media for Business

Technology Skills

Training and Education

Training for K12 Teachers

<http://bit.ly/SCC-UGotClass> • 855-846-8252

Personal Interest

Spring 2020



ARTS, CRAFTS & HOBBIES

NEW! Melt & Pour Soap Making

Come learn how to make your own custom soaps using a goats milk simple melt-and-pour method. Include essential oils, dried flowers, natural colors and herbs to create four different kinds of soaps to take home.



Once registered, a supply list will be emailed. If you need supplies, please purchase online. Product sales will not be a part of this class.

Keyword: Soap

May 23	S	10 a.m.-1 p.m.	\$39
LIVE Online, Zoom		Wolcott	AREA-2221-TCSB

NEW! Old Fashioned Soap Making

Discover how to make healthy handmade soap from scratch. You will learn basic soap making process and the chemistry behind it and how to make soap safely. We will cover everything you need to know about the soap making supplies and ingredients.



Once registered, a supply list will be emailed. If you need supplies, please purchase online. Product sales will not be a part of this class.

Keyword: Soap

May 30	S	10 a.m.-1 p.m.	\$55
LIVE Online, Zoom		Wolcott	AREA-5725-TCUB

NEW! MonoPrinting Workshop

Learn Gelli Printing basics. We will create several pieces of art full of texture and color and incorporate them into a fun final project. We will create a mixed media journal to take home.



Once registered, a supply list will be emailed. If you need supplies, please purchase online. Product sales will not be a part of this class.

Keyword: MonoPrinting

June 14	U	1-4 p.m.	\$29
LIVE Online, Zoom		Wolcott	AREA-2220-TCUB

NEW! Watercolor Painting Florals

Discover the step-by-step process to paint a decorative floral arrangement with watercolors. This workshop is for all skill levels, no experience required. You will learn basic strokes and shapes, wet-on-wet and wet-on-dry techniques and mixing colors.



Once registered, a supply list will be emailed. If you need supplies, please purchase online. Product sales will not be a part of this class.

Keyword: Watercolor

May 9	S	10 a.m.-1 p.m.	\$45
LIVE Online, Zoom		Wolcott	AREA-7710-TCSB

FAMILY MATTERS

Co-Parenting: Working Together for Your Children (Online)



This 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. This course is delivered entirely online and facilitated by SCC faculty and takes a minimum of three hours to complete.

Students will need:

- Computer with high speed internet connection
- Speaker/sound capability
- Working knowledge of computer and internet experience

NOTE: Firefox or Chrome browser recommended. You cannot access the course using an iPad or Droid tablet.

Sliding fee/waiver not available. There is a six-hour waiting period between online registration for the class and class access.

\$49 per-person.

For registration and log-in instructions for the online class, go to www.southeast.edu/Continuing/CoParenting

These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.



Register online today at <http://bit.ly/RegisterCE>

If you are unfamiliar with Zoom, use this link to access a short tutorial. <https://www.youtube.com/watch?v=9isp3qPeQ0E>

Questions? Contact us at continuing@southeast.edu

Level 2 Co-Parenting: Working Together for Your Children

This workshop meets the requirements of the Nebraska Parenting Act. Topics include: stages of adjustment to parental separation/divorce for parents and children, conflict resolution and stress management. Included in this course are the following topic areas that meet the requirements of the Nebraska Parenting Act (LB544): safety and transition plans, impact of unresolved parental conflict on the child, effective communication skills, and resources and referral information.



Preregistration is required. All students will be required to show photo ID at class check-in. **For more information or to register, email continuinged@southeast.edu.**

Welcome to Medicare

The Nebraska Senior Health Insurance Information Program, a division of the Nebraska Department of Insurance, is pleased to host "Welcome to Medicare" classes. As you or a family member approach Medicare eligibility, the tasks of understanding the program can be daunting. "Welcome to Medicare" will explain the basics of the Medicare system and is being offered in person or by webinar (watch from your computer). Anyone new to Medicare or is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

Nebraska SHIP will cover the cost. **To register for in-person or webinar presentations, please visit www.doi.ne.gov/ship.** For questions, please call 402-471-2841.

Webinar presentations are available on:

May 13	W	6 p.m.
June 9	T	6 p.m.

Intermediate Genealogy

See right column for more information.



Customized On-site Training for Business & Organizations

SCC provides ON-SITE TRAINING. This training can be delivered exclusively to your organization and customized to your unique needs. Grants may be available to assist with your learning and development initiatives.

Contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

FOODS

NEW! Cookie Decorating for Celebrations & Special Occasions

Learn to decorate sugar cookies like a professional with designs for celebrations such as baby showers, birthdays, and weddings. Discover basic and advanced cookie decoration techniques with royal icing.



Once registered, a supply list will be emailed. If you need supplies, please purchase online. Product sales will not be a part of this class.

Keyword: Cookie

May 2	S	10 a.m.-1 p.m.	\$59
LIVE Online, Zoom		Wolcott	AREA-4596-TCSB

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.

Students receive their assignments online through SCC's online learning platform. Upon completion of each reading assignment, students will complete an online quiz. A minimum grade of 80 percent is required on each quiz to qualify the student to take the final ServSafe exam.

The ServSafe exam is taken online in the SCC Testing Center in Beatrice or Lincoln or at the Learning Center at Hebron or Nebraska City.

Students need: computer with high-speed Internet connection, working knowledge of computer and Internet experience. Please note: You cannot access the course using an iPad or Android tablet. There is a six-hour waiting period between online registration for the class and class access.

You may register at any time for this class. After you register online, purchase the book "ServSafe Manager" online at www.sccbookstore.com. For registration and log-in information, go to <http://bit.ly/SCCFoodProtectionManagerClass>.

To register and pay, go to <http://bit.ly/RegisterCE>.

Keyword: Protection

Online	FSDT-3000-WBSA	\$65
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These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

Register online today at <http://bit.ly/RegisterCE>

If you are unfamiliar with Zoom, use this link to access a short tutorial. <https://www.youtube.com/watch?v=9isp3qPeQ0E>

GENEALOGY



Intermediate Genealogy

Boost your genealogy research. Find out if your family homesteaded or fought in the Revolutionary War. This class introduces sources such as land records, military papers, immigration/naturalization documents, newspapers, and courthouse resources. Learn where to find the clues and break through your brick walls.



Keyword: Genealogy

May 11 & 18	M	6:30-8:30 p.m.	\$39
LIVE Online, Zoom		Stewart	LLLX-0938-TCSC

HISTORY

Your Old House

Want to know the history of your old house or of any land in Cass County? A lot of information can be gleaned from home via the Internet. Some may require a trip to the Cass County Museum and/or courthouse. Most info is free, some not so free. We'll explore all types, along with some terms that may not be familiar (QCD? gold street? insurance map?), and some of the unexpected "gotchas." Finally we'll discuss what you might do with the history you compile.

Instructor Harlan Seyfer is Plattsmouth's town Historian.

Keyword: House

June 2-16	T	7-8 p.m.	\$25
LIVE Online, Zoom		Seyfer	AREA-5570-TCUB

NEW! History for Fun: Origins of Democracy

Independence, expansion and civil war tested America's new political system. Democracy has changed through our Constitution and Founding Fathers, Jacksonian politics and the Lincoln war time. Join in as we look at of these continuous experiments in democracy.



Keyword: History

May 12-26	T	6-8 p.m.	\$49
LIVE Online, Zoom		Davis	AREA-5622-TCSB

Questions? Contact us at continuinged@southeast.edu

HOME & GARDEN

Organize Your Home (AKA Keep It or Toss It)

Discover a proven organizing method and the questions to ask yourself for every organizing project in your home. Plus, you'll receive tons of organizing tips and tricks for every room.



Keyword: Organize

June 11	Th	6-8 p.m.	\$26
LIVE Online, Zoom		Coufal	AREA-0358-TCUB

NEW! Home Security: An Alarm System is Not the Only Answer

There are many ways you can protect your home and property. Explore various measures you can take to secure your home and property.



Keyword: Home

May 14	Th	6:30-8 p.m.	\$19
LIVE Online, Zoom			AREA-5048-TCSC
June 9	T	10-11:30 a.m.	\$19
LIVE Online, Zoom			AREA-5048-TCUA

NEW! Identity Theft: Types, Prevention & Recovery

Identity theft can happen to anyone and may not only affect your financial accounts. We will explore the various types of identity fraud, proactive protection measures and how to restore your identity if you become a victim.



Keyword: Identity

May 7	Th	6:30-8 p.m.	\$19
LIVE Online, Zoom			AREA-5047-TCSC
June 2	T	10-11:30 a.m.	\$19
LIVE Online, Zoom			AREA-5047-TCUA

Your Old House

See page 11 for more information.

MIND & BODY

Healthy Living Simplified

How would you feel if you could improve your energy level and the ease of performing your day to day activities? Walking upstairs, vacuuming the house, picking toys up, and standing up from sitting down. The daily activities we do without thinking, but make us lose our breathe or have us exhausted by the end of the day. Learn how you can improve your everyday life and the physical challenges life throws at you by incorporating functional fitness and a healthy diet into your daily routine. With so many trending "diets and workouts" available today it's hard to know where to start. So we will start with the basics: eating food to serve a purpose and functional fitness to help us improve our day to day activities that challenges our balance and coordination while simultaneously improving strength and range of motion. It's about training for life, not an event. Be prepared to get up and get moving.



Keyword: Healthy

May 27	W	6-8 p.m.	\$25
LIVE Online, Zoom		Swanson	AREA-6690-TCUB



NEW! Tool Box for Meditation

Would you like to be able to access more inner peace, and maintain calm equilibrium through challenging or stressful times? Join us to discover the foundational techniques of meditation. Meditation is an easy skill to learn and holds the potential for lifelong benefits.



Participants can sit on chairs or mats on the floor.

Keyword: Meditation

May 2-9	S	10:30-11:30 a.m.	\$19
LIVE Online, Zoom		Blackwell	AREA-6685-TCSA

NEW! Melt & Pour Soap Making / NEW! Old Fashioned Soap Making

See page 10 for more information.

MONEY MATTERS

Social Security 101: Understanding This Retirement Benefit

Understanding Social Security is critical to a person's long-term financial well-being and retirement. This class provides an overview of Social Security and how it works, including eligibility and Primary Insurance Amount, filing options, the importance of timing (delayed retirement credits), and spousal benefits. Additionally, you'll learn the implications of working after a person begins collecting benefits, as well as other important considerations that can impact filing decisions.



Keyword: Security

May 7	Th	6-9 p.m.	\$29
LIVE Online, Zoom		Rauert	AREA-7035-TCSC

Welcome to Medicare

See page 11 for more information.

MUSIC

NEW! Music Appreciation

Discover the basic elements of music and how it will help you, the music listener, determine the different qualities of music, evaluate a performer's composition and develop a working vocabulary for discussing music. Let's learn to appreciate what we listen to.



Keyword: Music

June 2-16	T	6-8 p.m.	\$49
LIVE Online, Zoom			AREA-7518-TCUA

NEW! Can't Explain, But I'll Find a Song that Can (Music Appreciation for Youth)

See page 13 for more information.



Looking for Instructors to Teach

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From arts to foods, personal development to recreation, we offer a variety of classes at many locations. Have a class you'd like to teach that we don't offer? Let us know.

Submit courses you would like to teach at:
<http://bit.ly/wanttoteachsc>

Questions? Contact us at
continuing@southeast.edu



These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

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If you are unfamiliar with Zoom, use this link to access a short tutorial.
<https://www.youtube.com/watch?v=9isp3qPeQ0E>

PERFORMING ARTS

One-on-One Voice Lessons

Students will learn the basics of vocal technique, style, expression, artistry, performance, and audition preparation through one-on-one apprentice-style vocal instruction. All levels of music-lovers are welcome to come and improve their singing skills. Styles include classical, sacred, musical theater, and pop. Music reading skills will be offered, if needed, to help with the essentials of musicianship.

Repertoire selection will be made by student and instructor together. Dr. Jon Gruett has more than 35 years of experience as an instructor in academia and professional music theater. After registration, a college representative will contact you to discuss your training needs. Training is scheduled at a time convenient for the student and instructor.

Keyword: Voice

Beatrice, TRU, 207 Gruett \$99 BBBX-1004-BESB

PERSONAL DEVELOPMENT

Introduction to Podcasting

If you are interested in podcasting as a marketing tool for you or your business, join us for this information-packed class. Discussion will include the mechanics behind the finished product (recording, editing, up/down loading, etc.), establishing an idea/approach, and boosting your brand with relevant content to drive your audience to subscribe.



Keyword: Podcasting

June 1 M 6-9 p.m. \$39
LIVE Online, Zoom Roush AREA-1405-TCUB

Welcome to Medicare

See page 11 for more information.

PHOTOGRAPHY

Making Meaningful Photographs

Want to learn how to take those "wow" photographs? Whether you use a cell phone or a DSLR, come explore the different modes of your camera and discover how to use them for different photographic opportunities.

Have your camera and instruction manual ready for class.

Keyword: Photographs

May 4 & 11 M 6-8 p.m. \$49
LIVE Online, Zoom AREA-8349-TCSA



YOUTH



Babysitting 101

Ages 10-14

This interactive one-session class will help you become a great babysitter. You will learn about the business of babysitting, child development, safety, and fun ways to keep children entertained.

NOTE: Students will complete learning activities through Canvas, an online classroom.

Keyword: Babysitting

June 8-July 15 \$29
Online Segner AREA-6399-WBUB

Scratch 3.0: Imagine, Program, Share

Ages 10-13

The newest generation of Scratch is here! Scratch 3.0 offers new characters, sounds, editors, and programming capabilities. So, whether you learned an older version of Scratch or want to try Scratch for the first time, there is something new to discover. Scratch is a programming language and online community where you can create your own interactive stories, games, and animations. It is developed by the Lifelong Kindergarten Group at the MIT Media Lab.



NOTE: Parents/guardians, prior to class, please read the Scratch Privacy Policy (<https://scratch.mit.edu/info/faq#privacy>) and then click on the "Join Scratch" button and set up a free account for your student, if you haven't already done so. Be sure the student has their username and password for class.

Keyword: Scratch

June 2-4 M, W 9-10:30 a.m. \$29
LIVE Online, Zoom Bohaty AREA-6405-TCUB

NEW! Can't Explain, But I'll Find a Song that Can (Music Appreciation for Youth)

Ages 8-15

Students will be exposed to a wide variety of musical concepts they will be able to use in their everyday lives. Students will learn foundational skills such as listening, analyzing, and responding to music. Discover the different types of music and its composition, and develop a working vocabulary for discussing music. Let's learn to appreciate what we listen to.



Keyword: Music

June 9-18 T, Th 9-9:45 a.m. \$29
LIVE Online, Zoom Waters AREA-6391-TCUA

 These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

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<https://www.youtube.com/watch?v=9isp3qPeQ0E>



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From arts to foods, personal development to recreation, we offer a variety of classes at many locations. Have a class you'd like to teach that we don't offer? Let us know.

Submit courses you would like to teach at:
<http://bit.ly/wanttoteachsc>

Location Key

Beatrice, TRU SCC Beatrice Campus, Truman Center, 4771 W. Scott Road

Questions? Contact us at
continuing@southeast.edu

Traffic Safety & Licensing

Spring 2020

DRIVER EDUCATION & SAFETY

Smart Drivers!

This is an eight-hour comprehensive course applying fundamental traffic laws and increasing driver awareness.



Nebraska state law requires that driver improvement classes are eight hours.

(0.8 CEUs) This class is approved by the Nebraska Department of Motor Vehicles and can be applied toward: under-age 21, six-point accumulation, reinstatement of point revocation, employment driving permit, two-point credit to driving record. Participants will NOT be admitted into class 15 minutes after the scheduled start time. **Participants must provide driver license number before the start of class.**

Keyword: Driver

April 25	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCSK
May 2	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCSL
May 16	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCSM
May 30	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCUA
June 13	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCUB
June 27	S	8 a.m.-4:30 p.m.	\$65
LIVE Online			TRAN-3363-TCUC

Four-Hour STOP Class

Diversion of minor traffic violations in Seward, Thayer and York Counties.

Contact us at STOP@southeast.edu for scheduling details and cost.



These classes are being offered LIVE Online via Zoom. Zoom is a convenient and easy way to enjoy classes during this time of physical distancing. You will need a computer or smart device with a camera and audio to participate. Prior to class, you will receive an email with a Zoom invitation to join class.

Register online today at
<http://bit.ly/RegisterCE>

If you are unfamiliar with Zoom, use this link to access a short tutorial.
<https://www.youtube.com/watch?v=9isp3qPeQ0E>



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<http://bit.ly/wanttoteachsc>

Questions? Contact us at
continuinged@southeast.edu



www.ed2go.com/scce

BROWSE COURSES IN

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical

Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing



<http://bit.ly/SCC-UGotClass>

BROWSE CERTIFICATES & COURSES IN

Business
Business Communication
Health
Human Resources
Leadership
LEED Green Workplace Management

New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
Key Word Example: *Driver*
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing

* 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.