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What’s New in the World of Drugs 2020 (p. 16)

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Excel 2016: Basic, Intermediate & Advanced (p. 22)

National Electrical Code (p. 11)

QuickBooks 2019: Basic & Intermediate (p. 6)

Plus much more
What Are Non-Credit Courses?
These are designed to enhance your current workforce skills, upgrade your job skills, or for personal pleasure. Each quarter, new specialty classes appear, and new academic and technical courses are added. Classes are small, and instructors understand the needs of adult learners.

What Are Credit Courses?
Program credit courses may be taken without being admitted to an SCC degree program. If you would like to pursue a particular Program of Study and earn a college degree, contact the Admissions Office. You can request program information by calling 402-437-2600 or visiting www.southeast.edu.

At SCC, you can take classes for non-credit or credit.

NEW! OneNote 2016
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Learn to create, organize and share notes and information with others. Gather pictures, audio and video recordings, projects, and presentations in an electronic notebook and share seamlessly with colleagues, family and friends. Topics include creating a notebook; entering, formatting, and organizing notes; creating templates; and integrating with other applications such as Word and Excel.

Cost
Online Registration
Keyword
Required Book Notation
Course Number
City, Building, Room Location Key on page 64
Instructor(s)
Class Time
Days
Class Location
Course Title
Dates
Default Location Key on page 64
Class Details
Required books, required supplies and/or supply fees, instructor bios, etc.
Prerequisites
Course prerequisites are listed when appropriate

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

Credit Classes
must be dropped using WebAdvisor or must have written notice to drop. The drop date will be the date the student provides the College’s Registration and Records Office with an official WRITTEN request to drop/withdraw.

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

Limitations of Schedule
This schedule should not be considered a contract between Southeast Community College and any prospective student. SCC’s Board of Governors reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

For more information, see the index for registration and policy information.

We have all had to shift the way we work and learn. I personally want to thank all of you for your patience and understanding as we navigate through this new territory of virtual learning. We will be offering remote classes through August and look forward to continuing to offer online learning opportunities in the future.

Please see pages 2 and 3 for the menu of online classes.

We would like to hear from you! Please share your ideas for online personal and professional development courses at:
LIVE Online

For your convenience, we are offering live online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes throughout this schedule. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.

SCC Comes Together to Help Out

Medical Supplies Donated
(gloves, masks, thermometers, and lab coats)

Created Face Masks

Offer Free LIVE Online Classes

Made Face Shields

Cooked & Delivered Meals
## Online Courses

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Additional Online Course Options

ed2go
www.ed2go.com/sccne

UGotClass
Online certificates and courses
REAL SOLUTIONS. READY WHEN YOU ARE.

5 questions to ask today to prepare for tomorrow.

1. How has COVID-19 impacted your business short-term and potentially long-term?
2. What are your biggest concerns transitioning out of COVID-19?
3. What future actions will you need to take to handle the challenges of COVID-19?
4. What do you see is your main need in terms of skills for your current or future employees post-COVID-19?
5. What can SCC do to support your efforts going forward?

We are here to help.
Marguerite Himmelberg  I mhimmelberg@southeast.edu
Paul Lytle  I plytle@southeast.edu
Sarah Murtagh  I smurtagh@southeast.edu

Census data impacts funding for things like:

- Adult education grants
- Federal Pell Grant Program
- Agriculture, science and engineering education
- Community mental health services
- School breakfast and lunch and after-school programs
- State Children’s Health Insurance Program
- School safety
- Student wellness programs
- Medical Assistance Program

Fill out the census today at 2020CENSUS.GOV
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Questions?
Email continuinged@southeast.edu
Call 402-437-2700 or 800-828-0072

This class schedule is printed on recycled paper.
QuickBooks 2019: Basic
Prerequisite: Microsoft Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software.
Create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.) and perform reconciliations, and review basic financial and other system reports.
This basic course does not configure or customize the software for your business.
LIVE Online Sections: Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.
Beatrice Sections: Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

QuickBooks 2019: Intermediate
Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience
Expand your understanding of QuickBooks Pro through learning how to manage inventory, setup 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.
LIVE Online & Lincoln Sections: Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.
Beatrice Section: Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Working with QuickBooks Online
Prerequisite: Microsoft Windows and internet browser experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Learn how to navigate the application, set up a company file, setup 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. Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.

Courses are subject to change.
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.

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

Accounting Fundamentals Series / QuickBooks 2019 Series
See page 24 for more information.

AGRI-BUSINESS

Artificial Insemination in Cattle
This course is designed to provide participants instruction and “hands-on” training with the basic skills necessary to successfully artificially inseminate cattle.

Participants will receive one-on-one training and assistance. Classwork will be both indoors and outdoors. Dress should be comfortable and appropriate for the situation, and overshoes are recommended. Students are required to assist in handling cattle and restraining for practice AI. The first session will be held from 2-6 p.m. The second and third sessions will be held from 9 a.m.-4 p.m.

NEW! Industrial Hemp Day Camp / Small Scale Hemp Farming
See page 38 for more information.

Payment is due at time of registration for all non-credit classes.

Looking for Instructors to Teach
SCC is seeking instructors who would enjoy teaching.

From electrical to software, leadership to QuickBooks, 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/wanttoteachscc

FREE TRAINING
See page 8 for information on the Gap Tuition Assistance Program or visit www.southeast.edu/cefinassist for additional options.

SCC-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, see page 47, call 402-323-3629 or visit www.southeast.edu/entrepreneurship.

Small-Business MasterClass: How to Find & Select the Best People for Your Company
This workshop will provide participants with strategies to find top talent and create a compelling case for them to join your company. You will learn the basics of recruiting for your business as well as develop questions that uncover whether someone will be a good fit for your culture, team and management style. You will leave this workshop better equipped to recruit, interview and select the people who will add value to your business and your customers.

NEW! Activate Your Marketing Plan
Become a business owner with full confidence in your marketing plan and a cohesive approach that effectively communicates your message(s) to the target audience. We’ll cover branding, an assessment of your current tactics, target market segmentation, traditional and digital brand touchpoints, social media and so much more. You’ll have a customized road map that will ACTIVATE your business, goals and marketing campaign.

This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance. A light lunch will be provided.
NEW! Getting Ready to Start Your Business
Whether you have a small business or want to start one, this workshop will give tools for success. Topics covered include: business plan development, marketing, legal structures, product pricing, funding, financial management, HR management, and taxes.

This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration. All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance.

Keyword: Business

Sept. 29  T  5:30-8 p.m.  $29
NE City, NCLC, 101 Alarcon-Craven  AREA-0160-NCFA

Accounting for Business Owners
See page 7 for more information.

Working with QuickBooks Online
See page 6 for more information.

Perk Up Thursday Weekly Coffee
Beginning Aug. 6 • 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!

Location will be announced via email newsletter. Sign up for the newsletter at www.southeast.edu/entrepreneurship.

NEW! Let’s Do Lunch: How to Use Zoom & Host a Meeting on Zoom
See page 42 for more information.

Adobe Spark / Canva
See page 22 for more information.

LinkedIn® for Business: Basic
If Facebook® is the place to check in with family and friends, LinkedIn® is the place to network with customers, expand your business network, and job hunt. We’ll cover the basics of LinkedIn® and learn the terminology, as well as how to get more out of LinkedIn®.
LinkedIn® account and login information required.

Keyword: LinkedIn

July 20  M  1-4 p.m.  Siefkes  BSAD-6099-TCUA

Social Media for Business Certificate (Online—UGotClass)
See page 42 for more information.

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 402-323-3636 or cmeyer@southeast.edu.

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 in 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/cefinassist or contact us at 402-323-3394 or hbloomquist@southeast.edu

LinkedIn® for Business: Basic
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LinkedIn® account and login information required.

Keyword: LinkedIn

July 20  M  1-4 p.m.  Siefkes  BSAD-6099-TCUA

Social Media for Business Certificate (Online—UGotClass)
See page 42 for more information.

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• 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 402-323-3636 or cmeyer@southeast.edu.
Leadership Communication Boot Camp

As a supervisor or manager, you invest at least a third of your day communicating, so it’s no wonder that 40 percent or more of your overall success is determined by your communication skills. This workshop helps guarantee your long-term success by developing this critical skill. You will...

- Recognize and demolish the 21 barriers to successful communication
- Internalize a practical model of effective communication
- Learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings
- Employ “positive language” to enlighten, engage and influence anyone
- Pull it all together to create and leverage rapport and credibility

This workshop is designed for both new and seasoned leaders. A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Aug. 27. NOTE: Class is live-streamed from Lincoln.

Key Word: Leadership

Sept. 3  Th  8:30 a.m.-4:30 p.m.  Dechant  BSAD-7330-BEFA
Beatrice, KEN, 103
falls City, PSE, 102
Hebron, HNLC  BSAD-7330-CHFA
Lincoln, CEC, 302  BSAD-7330-CEFA

Team Playership: Helping Work Teams Play Well Together

You can create a high-performing team environment, even if you aren’t the leader. Learn the secrets of great team playership propelling you, your team and your organization to the next level and beyond!

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Sept. 8.

Key Word: Teams

Sept. 15  T  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Moeller  BSAD-7255-CEFA

Managing People & Projects

Top 7 Tools to Help You Manage Projects

Are you interested in project management but don’t know where to start? This practical half-day workshop will give you the tools you need to get started on the road to success in basic project management. Home projects, work projects and volunteer project.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Aug. 19.

Key Word: Project

Aug. 26  W  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Slaight  BSAD-7302-CEFA

Managing Risks in Projects

We’ll learn how to identify risk, how to deal with it and how to find opportunities. Increase your project success by putting these tools to work for you.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Sept. 17.

Key Word: Projects

Sept. 24  Th  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Slaight  BSAD-3024-CEFA

How to Lead Projects

Today’s organizations need strong project managers to help ensure success in the multitude of projects and priorities they are facing. Even more essential to these organizations are strong project LEADERS who are able to not only lead projects, but those will see those projects to fruition. Gain new insights and ideas to help propel you above the management fray to become the successful leader you were meant to be.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Sept. 3.

Key Word: Leadership

Sept. 10  Th  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Slaight  BSAD-3023-CEFA

Turning Stress into Strength

This fast-paced program is filled with real-world strategies and tactics for facilitating meetings that get results, making the most of every minute and reducing the harmful effects of stress. We’ll show you how to free yourself by learning to manage your energy and not your time, ensure that the most important things at work and at home get done every day and make stress work for you rather than against you.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Sept. 17. NOTE: Class is live-streamed from Lincoln.

Key Word: Generations

Sept. 17  Th  8:30 a.m.-4:30 p.m.  $229
Beatrice, KEN, 103  Sunderman  BSAD-7310-BEFA
Lincoln, CEC, 304  BSAD-7310-CEFA
**Professional Effectiveness**

**Being Radically Inclusive: It’s Not So Radical**

In this interactive workshop, participants will take a deep look into their own biases, how they form, how to address them and how to appreciate their increasingly diverse world. The facilitator will include discussions on the use of pronouns for those with gender non-conforming identities and concepts such as intersectionality. The group will practice how to be more inclusive and create a space where no one is shamed or judged.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Class is live-streamed from Lincoln. Registration deadline Sept. 11.

**Emotional Intelligence: The Foundation of Lifelong Success**

Emotional intelligence is the ability to be aware of and manage your own emotions and relationships. It’s your ability to understand how others interact with you and yourself in the workplace. It’s your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. The one-day course is designed to help master the basic concepts and techniques of this critical skill.

A certificate and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Sept. 4.

**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.

**Data Analysis Certificate (Online—UGotClass)**

See page 24 for more information.

**Food Protection Manager Online Class Online**

See page 37 for more information.

**Real Estate/Pre-Licensure Preparation**

LARABEE SCHOOL.COM

**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 prepare 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.

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

**LARABEE SCHOOL.COM**

SIGN UP TODAY

**402.436.3308**

**ADDITIONAL CLASS & TIMES NOW AVAILABLE**
AUTOMOTIVE

Automotive Restoration & Collision Repair
This is a 15-hour open lab/shop course designed to teach the basics of dent repair, metal fabrication and the use of plastic fillers.
First-time students are required to complete safety/shop orientation at the first session. Goggles, earplugs and dust masks are required.

Keyword: Automotive
Oct. 7-Nov. 4 T, W, Th 8 a.m.-5 p.m. $109
Milford, ETC, 127 Mabon AUTB-3145-MLFA

ELECTRICAL MAINTENANCE & CODING

Electrical Code
A study of the national electrical code and preparation of apprentice exam that leads to licensing.
(3.0 CEUs) Required book available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. This course has been approved for 30 code hours by the Nebraska State Electrical Board.
Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options.

Keyword: Electrical
Sept. 29-Dec. 1 T 6:30-9:30 p.m. $195
Lincoln, LNK, V-13 Lamp ELEC-6055-LNFA

Electrical Fundamentals
This three-day seminar covers electrical fundamentals from a troubleshooting perspective. 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) To help develop and retain skills, 50 percent of the time is hands-on using custom training consoles. Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options.

Keyword: Electrical
Oct. 6-8 T, W, Th 8 a.m.-5 p.m. $629
Beatrice, KEN, 334 ELEC-6075-BEFA

National Electrical Code Seminar
This 12-hour seminar for licensed electricians meets the Nebraska State Electrical Act’s 12 contact hours of continuing education requirement. Code topics include wiring, protection, equipment, special occupancies, code changes, and more.
(1.2 CEUs) The seminar will be held Friday from 8 a.m.-5 p.m. and Saturday from 8 a.m.-noon.

SCC is actively monitoring updates and making decisions based on recommendations from the Centers for Disease Control and Prevention, as well as local and state health authorities, concerning the outbreak of COVID-19 (Coronavirus). The health and safety of the College community is of high importance, and SCC plays an important role in slowing the spread of the virus. Details regarding classroom safety requirements will be emailed to students at least two weeks in advance. Classes are subject to change, based on current local and state guidelines.

Keyword: Electrical
Aug. 14 & 15 F, S Lincoln, CEC, 302 $180
See Desc. Schluckebier ELEC-6641-CFUA
Aug. 28 & 29 F, S Milford, DNLP, A/8 $180
See Desc. Schluckebier ELEC-6641-MLFA
Sept. 11 & 12 F, S Lincoln, CEC, 303 $180
See Desc. ELEC-6641-CFEC

Motor Control & Relay Logic
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 using discussion and hands-on training equipment.
(2.4 CEUs) Digital multimeters are provided; however, learn more by bringing the digital multimeter you normally use.
Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options. NOTE: Sec. NCFA: See page 8 for Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.

Keyword: Electrical
Aug. 25-27 T, W, Th 8 a.m.-5 p.m. $699
Lincoln, CEC, 415 Aden ELEC-6678-CEFA

Basic RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Knowledge of industrial machine controls
This three-day session provides general background theory, applications information and programming practice for mechanics, technicians and engineers who specify or maintain PLC-based systems using RS Logix 500.
(2.4 CEUs) Class size limited to 12 to permit hands-on practice using Allen-Bradley PLCs and RSLogix 500 and RSLinx on training work stations. One hour lunch on your own.
Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: PLC
Aug. 25-27 T, W, Th 8 a.m.-5 p.m. $659
Falls City, FCLC, 102 Aden ELEC-6607-CEFA
Sept. 22-24 T, W, Th 8 a.m.-5 p.m. $659
Lincoln, CEC, 415 Aden ELEC-6607-CEFA

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) Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options.

Keyword: Pneumatics
Sept. 14-17 T, W, Th 8 a.m.-5 p.m. $699
Lincoln, CEC, 415 Aden ELEC-6671-CEFA

Payment is due at time of registration for all non-credit classes.

Courses are subject to change.
Basic Programmable Logic Controllers (PLCs) for Electricians

Training consists of three-hour lecture and three-hour lab covering Basic PLCs applicable to the Electrical trade. This is an excellent opportunity to apply theory to hands-on lab projects that reflect possible problems encountered in daily work.

(0.6 CEUs) This training can be used to fulfill a portion of the bi-annual, non-code recertification as prescribed by the Nebraska State Electrical Division.

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<th>Date</th>
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<td>Sept. 18</td>
<td>Lincoln, CEC, 404</td>
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<td>8 a.m.-3 p.m.</td>
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<td>Aug. 30</td>
<td>Aden ELEC-7218-CEFA</td>
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Variable Frequency Drives

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

(1.6 CEUs) The class is approximately 50 percent hands-on time, utilizing actual industry devices. Lunch is on your own.

Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cfenassist for assistance options and for Job Enhancement Scholarship information. SCC staff tuition waiver doesn't apply.

Keyword: PLC

October 1 & 2, Th, F 8 a.m.-5 p.m. $459
NE City, NLCI, 103 Aden ELEC-6077-NCFA

Fiber Optics

NEW! Certified Fiber Optics Boot Camp (CFOT, CFOS/S, CFOS/T)

This five-day boot camp includes three certified fiber optic courses (Certified Fiber Optics Technician, Certified Fiber Optics Specialist/Splicing, and Certified Fiber Optics Specialist/Testing & Maintenance). Cost includes study materials, exam fees and textbooks for all three courses.

Certified Fiber Optics Technician (CFOT)

Prerequisite: Able to see, identify and manipulate small items.

Introductory course designed for anyone interested in becoming a Certified Fiber Optics Technician. Coursework combines theory and 85 percent hands-on activities, preparing the students for the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association). The CFOT test is taken and graded the final class day. Students will also be introduced to industry standards governing fiber to the desk, the home, and distribution cabling.

Certified Fiber Optics Specialist/Splicing (CFOS/S)

Prerequisite: FOA CFOT Course. Students must have successfully passed the basic CFOT course within the preceding 12 months of the date of this class or have renewed their FOA membership within that time frame prior to attending the course.

This course includes a complete presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. This course is 85% hands-on training both in fusion and mechanical splicing of either single or multimode fiber optics cables.

Certified Fiber Optics Specialist/Testing & Maintenance (CFOS/T)

Prerequisite: FOA CFOT Course. Students must have successfully passed the basic CFOT course within the preceding 12 months of the date of this class or have renewed their FOA membership within that time frame prior to attending the course.

Course offers advance training to anyone involved with the testing and maintenance of fiber optics networks. Involves 85% hands-on exploring the overall spectrum of testing and maintenance of single mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance.

Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cfenassist for assistance options. SCC staff tuition waiver does not apply. Canceling this Boot Camp requires a minimum of eight days advance notice to receive a full refund.

Keyword: Fiber

October 19-23 M, T, W, Th, F 8 a.m.-6 p.m. $2,200
Lincoln, CEC, 405 ELEC-6065-CEFA

Forklift Operator

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

Students are required to purchase and take textbook to class. It can be purchased at the SCC Campus Store at 8800 0 St., Lincoln (402-437-2560) or online at www.sccbookstore.com. Please allow for 7-10 days if requesting delivery. NSC Certificate of completion will be given following the examination and completion of the course. NOTE: Sec. FCFA: One hour for lunch on your own.

Keyword: Forklift

September 5 S 8:30 a.m.-1:30 p.m. $99
Lincoln, LNK, M-8 Breidenstine TRAN-3928-LNFA

September 19 S 8:30 a.m.-1:30 p.m. $99
Beatrice, FOR, 109 Breidenstine TRAN-3928-BEFA

October 24 S 9 a.m.-3 p.m. $99
Falls City, FCLC, Lab Breidenstine TRAN-3928-FCFA

November 21 S 8:30 a.m.-1:30 p.m. $99
Beatrice, FOR, 109 Breidenstine TRAN-3928-BEFA

Looking for Classes in Your Area?

See pages 50–53 for the Course List by Region.

Location Key is on page 48.
MANUFACTURING

Basic Precision Machining
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 open-toed shoes allowed. No outside projects are used in class. Each student will make the designated class project. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit the PMA program director. Caution: Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage machine components. Course sessions are three hours each. Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options. NOTE: No class Oct. 19.

Keyword: Precision
Sept. 21-Nov. 16 M 6-9 p.m. $169
Milford, ETC, 102A Beck MACH-6142-MLFA

Advanced Precision Machining
Prerequisite: Students 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 director before enrolling. 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 development. There are no project completion requirements. Instructor assistance is available.

Students must bring their own safety glasses. No shorts or open-toed shoes allowed. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit with the PMA program director. Caution: Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage machine components.

Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options. NOTE: No class Oct. 19.

Keyword: Precision
Sept. 21-Nov. 16 M 6-9 p.m. $169
Milford, ETC, 102A Beck MACH-6052-MLFA

WELDING

Gas Metal Arc Welding
Basic instruction in Gas Metal Arc Welding (MIG) for manufacturing and designed to be two-thirds hands-on practice. 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 required and can be purchased at your local farm store: welding gloves, safety glasses, helmet, pliers, burn jacket, boots, and vise grip.

SCC is actively monitoring updates and making decisions based on recommendations from the Centers for Disease Control and Prevention, as well as local and state health authorities, concerning the outbreak of COVID-19 (Coronavirus). The health and safety of the College community is of high importance, and SCC plays an important role in slowing the spread of the virus. Details regarding classroom safety requirements will be emailed to students at least two weeks in advance. Classes are subject to change, based on current local and state guidelines.

Gap Tuition Assistance is available for those who qualify. See page 8 or visit www.southeast.edu/cefinassist for assistance options. SCC staff tuition waiver does not apply. Half-hour lunch on your own for full day sessions. NOTE: Sec. FCUB: Aug. 4 session will end at 9:15 p.m.

Keyword: Welding
July 7-Aug. 4 T, Th 5:15-8:15 p.m. $529
F 8 a.m.-4:30 p.m.
Fall City, FCLC, Ind. Lab Pagnano WELD-7729-FCU
Aug. 28-Oct. 16 F 8:30 a.m.-4:30 p.m. $529
Fall City, FCLC, Ind. Lab Pagnano WELD-7729-FCA

Gas Metal Arc Welding I (Steel)
Introduction to Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel, and welding processes on different joint configurations are included.

(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 continuinged@southeast.edu. For a credit registration form, contact 402-437-2700, or continuinged@southeast.edu. NOTE: No class Sept. 7 and Oct. 19.
NE Residents $166.50 / Non-residents $198
Aug. 24-Nov. 23 M 5:30-9:10 p.m. See Above
Deshler, DESH, Shop Hatzenbuehler WELD-1000-OCFA

Gas Metal Arc Welding II (Aluminum)
Prerequisite: Successful completion of WELD-1000 or appropriate AWS Certification 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 continuinged@southeast.edu. For a credit registration form, contact 402-437-2700, or continuinged@southeast.edu. NOTE: No class Sept. 7 and Oct. 19.
NE Residents $166.50 / Non-residents $198
Aug. 24-Nov. 23 M 5:30-9:10 p.m. See Above
Deshler, DESH, Shop Hatzenbuehler WELD-1010-OCFA

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 402-437-2508; 800-828-0072, ext. 2508; or cberg@southeast.edu. For welding for individuals, please see the Basic Welding class.

Space is limited. Register today!
CPR/BASIC LIFE SUPPORT/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 materials, do not represent income to the AHA.

The AHA CPR and First Aid classes listed below include and exclude different skills. Please make sure you have fulfilled the course prerequisites and the class meets the requirements from your employer, licensing agency, or school. Cost includes book and card, where applicable.

Students will receive the CPR/First Aid card within 14 business days of successful course completion. AHA cards expire two years from the end of the month of the issue date.

Students are required to attend 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.

SCC is actively monitoring updates and making decisions based on recommendations from the Centers for Disease Control and Prevention, as well as local and state health authorities, concerning the outbreak of COVID-19 (Coronavirus). The health and safety of the College community is of high importance, and SCC plays an important role in slowing the spread of the virus. Details regarding classroom safety requirements will be emailed to students at least two weeks in advance. Classes are subject to change, based on current local and state guidelines.

First Aid Heartsaver®

This AHA course teaches management of illness and injuries in the first few minutes until professional help arrives. This course is recommended for people who respond to first aid emergencies in the workplace.

This class meets the day care first aid requirement.

Keyword: Aid

Sept. 24 Th 6-9:30 p.m. $49
Lincoln, CEC, 111 HLTH-3204-CEFA

CPR AED Online + Skills Session

This AHA Heartsaver® course is now offered in a convenient online format as an alternative method for certification. Online courses are perfect for those who need recertification or those with difficult schedules.

Once you are registered for a specific skills session date (listed below), you will receive a non-refundable AHA key for the online portion via email. Complete the online portion, then print your completion certificate and bring it when you meet for the skills session.

- Include your email address with your registration, so we can email you the appropriate key. Online keys will be emailed approximately one week prior to skills date.
- You need to bring your AHA Part 1 Heartsaver® CPR AED Online Course Completion Certificate to be admitted to the Skills Session.

Keyword: CPR

Aug. 19 W 6-8 p.m. $49
Lincoln, CEC, 111 HLTH-3221-HBUA

CPR - Basic Life Support

(formerly known as CPR for Health Care Providers)

This AHA CPR Basic Life Support course teaches high-quality CPR, use of an AED, foreign-body airway obstruction, high-performing team dynamics and barrier devices for adults, children and infants.

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

Keyword: CPR

Aug. 25 T 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CETH
Aug. 26 W 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFB
Sept. 2 W 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFC
Sept. 8 T 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFD
Sept. 14 M 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFE
Sept. 17 Th 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFJ
Sept. 19 S 9 a.m.-1:30 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFG
Sept. 22 W 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFH
Sept. 23 Th 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFJ
Sept. 28 M 5:30-10 p.m. $59
Lincoln, CEC, 111 HLTH-3251-CEFJ

CPR - HeartCode® Basic Life Support Online + Skills Session

HeartCode® BLS is for healthcare professionals seeking an alternative method for completing a BLS course. This AHA CPR-Basic Life Support course is now offered in a convenient online format as an alternative method for certification. Online courses are perfect for those who need recertification or those with difficult schedules.

Once you are registered for a specific skills session date (listed below), you will receive a non-refundable AHA key for the online portion via email. Complete the online portion, then print your HeartCode® BLS completion certificate and bring it when you meet for the skills session.

- Include your email address with your registration, so we can email you the appropriate key. Online keys will be emailed approximately one week prior to skills date.
- You need to bring your AHA Part 1 HeartCode® BLS Online Course Completion Certificate to be admitted to the Skills Session.

This course is for health care providers (Nurses, EMT’s, doctors, lifeguards, etc.).

Keyword: CPR

July 9 Th 5:30-7:30 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUA
July 15 W 6-8 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUB
July 18 S 9-11 a.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUC
July 22 W 5:30-7:30 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUD
July 25 S 9-11 a.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUE
Aug. 5 W 5:30-7:30 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUF
Aug. 8 S 9-11 a.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUG
Aug. 11 T 6-8 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUH
Aug. 15 S 9-11 a.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUI
Aug. 17 M 5:30-7:30 p.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUI
Aug. 22 S 9-11 a.m. $59
Lincoln, CEC, 111 HLTH-3254-HBUK
Sept. 10 Th 6-7:30 p.m. $59
Lincoln, CEC, 111 HLTH-3253-HBFA
Sept. 26 S 9-10:30 a.m. $59
Lincoln, CEC, 111 HLTH-3253-HBFB
CPR AED (Community)
This AHA Heartsaver® course teaches CPR, AED, foreign body airway obstruction, and barrier devices for adults, children and infants. This course is recommended for those who want to be prepared for an emergency in any setting.

This class meets day care CPR requirement.
Keyword: CPR
Sept. 15 T 6-9:30 p.m. $49
Lincoln, CEC, 111 HLTH-3219-CFBA

EMT Medical/Trauma Assessment Scenarios
Students will participate in a hands-on scenarios-based learning by performing assessments and treating simulated medical/trauma patients, followed by a brief debriefing on the pathophysiology of the patient’s condition.

For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.

EMS Instructor Course
The 48-hour EMS Instructor Course focuses on various methodologies of instructional preparation, presentation and evaluation in the classroom. Upon completion of this course, the student will be able to develop a topic for presentation in the classroom using proven educational methods and tools.

To become a Nebraska State licensed EMS instructor, it is required to have a valid EMT license or higher (for a minimum of three years) and possess an American Heart Association BLS or ACLS Instructor certification at the time of licensure application.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or online at www.sccbookstore.com. Watch for a new EMS Instructor Academy, which is designed to bring valuable and useful continuing education for instructors. This Academy will have sessions offered regularly throughout the year in various parts of our region. These sessions will not only provide excellent topics and information to increase effectiveness in the classroom but also will meet the Nebraska requirements to renew your EMS Instructor License. This class is scheduled based on community needs. For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.

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/classschedules or contact Cherri Fuehring at clynch-fuehring@southeast.edu or 402-437-2882.

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 or 402-437-2706.

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.
These courses are scheduled based on community needs. For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.

Looking for classes in your area? See pages 50-53 for the Course List by Region.

Location Key is on page 48.

Space is limited. Register today!

Health Care Providers
CEUs
SCC Continuing Education is approved as a provider of nursing continuing professional development by Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Post Anesthesia Care
This intensive one-day course is designed for nurses who care for patients in the immediate post-operative period. We will discuss the different types of anesthesia, including conscious sedation, expected outcomes, nursing care, and possible complications of each type. The course also will include the nurse’s role in managing a patient’s airway in the post-anesthesia period, nursing implications and common post-op complications that may be encountered. Legal implications that need to be considered in PACU and criteria for discharging patients will be covered. Special considerations for managing the pediatric patient during the immediate post-op period will be discussed as well as caring for the anesthetized patient in the ambulatory setting.

(0.7 CEUs) LuAnn Ebke, RN, BA, CPAN, is the Assistant Nurse Manager at PACU Bryan Health, Lincoln, and Nancy Gondringer, EdD, CRNA, has many years of experience in surgical services. LuAnn and Nancy have teamed up to teach this course for several years. Participants must attend entire program to receive certificate.

Keyword: Anesthesia

Early Bird Rate (on/before Sept. 2)
Sept. 9 W 8 a.m.-4 p.m. $85
Lincoln, CEC, 302 Ebke NURS-3249-CFBA

Regular Rate (after Sept. 2)
Sept. 9 W 8 a.m.-4 p.m. $95
Lincoln, CEC, 302 Ebke NURS-3249-CFBB

Courses are subject to change.
Health Care

End-of-Life Care: A New Approach to Difficult Conversations
This workshop is designed to assist health care providers with the difficult end-of-life conversations they have with their patients and families. Participants will look at how their personal views and social barriers on the topic of death impact the care they give and practice simple techniques they can use for effective end-of-life conversations.

(0.6 CEUs) Erin Putney, RN, MSN, has years of Oncology and Trauma ICU experience and in addition to teaching in the nursing program at SCC, she works in a variety of bedside nursing positions. Participant must attend entire workshop to receive credit.

Keyword: Life
Early Bird Rate (on/before July 24)
Aug. 4 T 8:30 a.m.-3:30 p.m. $75
LIVE Online, Zoom Putney NURS-3225-TCUA

Regular Rate (after July 24)
Aug. 4 T 8:30 a.m.-3:30 p.m. $85
LIVE Online, Zoom Putney NURS-3225-TCFU

What’s New in the World of Drugs 2020
with Dr. Ally Dering Anderson
Join us for the 2020 version of What’s New in the World of Drugs with Dr. Ally Dering-Anderson. The program will enhance your pharmacotherapy knowledge and clinical decisions related to the use of the latest drugs. Included will be new drug entities and precautions, the latest vaccine information as well as an update on the Nebraska prescription Drug Monitoring Program.

(0.6 CEUs) Participants must attend entire program to receive certificate.

Keyword: Drugs
Early Bird Rate (on/before Aug. 24)
Sept. 2 W 8:30 a.m.-3:30 p.m. $85
Lincoln, CEC, 302 Dering-Anderson NURS-3241-CEFA

Regular Rate (after Aug. 24)
Sept. 2 W 8:30 a.m.-3:30 p.m. $95
Lincoln, CEC, 302 Dering-Anderson NURS-3241-CEF B

Intravenous Therapy: Current Standards of Practice 1 & 2
ATTENTION LPNs: There are new state licensure regulations that affect you. Every LPN who graduated before May 2016 or has not successfully completed the LPNC course must complete an approved 8-hour didactic course on IV therapy by August 2022. AND if you wish to practice IV therapy, you must take both an approved 8-hour didactic IV therapy course and an approved IV therapy skills course. RNs are welcome to take these classes also.

Intravenous Therapy: Current Standards of Practice 1
This 8-hour course meets the didactic portion of the new requirement for all LPNs with a well-rounded review of IV therapy. Topics covered will be legal aspects of IV therapy, peripheral IVs and central lines. You can work at your own pace and at times which fit into your schedule.

(0.8 CEUs) You will have several weeks to finish this class. You must have access to a computer and the internet. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Intravenous Therapy: Current Standards of Practice 2 (Hybrid Course)
Prerequisite: You must take SCC’s Intravenous Therapy: Current Standards of Practice 1 course before or at the same time as this course or provide proof of completion of a similar course. This 8-hour course includes both online and face-to-face components. Successful completion of this course will meet the IV therapy skills course requirement for LPNs who wish to practice IV therapy.

(0.8 CEUs) You must have access to a computer and the internet. The hands-on skills portion of this course will occur on select Saturdays listed below. To successfully complete this course, you must complete the online component and attend a four-hour lab session. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Keyword: Life
Early Bird Rate
On/before Sept. 14
Sept. 23 W 8:30 a.m.-4 p.m. $85
Lincoln, CEC, 304 Hill NURS-3232-CFCB

Regular Rate
On/before Sept. 21
Sept. 30 W 8:30 a.m.-4 p.m. $95
Lincoln, CEC, 304 Hill NURS-3232-CFEC

Keyword: Therapy
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3187-WBUA

Keyword: Baby
Space is limited. Register today!
Courses are subject to change.

Conflict is Inevitable, Manage It Well
Conflict is inevitable. How do you reduce your fear of it? How does your management style affect your conflict resolution? How do you work successfully with various types of management styles to come to a successful resolution? Sue will help you facilitate conflict resolution by presenting various problem-solving methods and models for resolving conflict. Clinical application and case studies also will be utilized to increase your confidence in managing conflict.

(0.6 CEUs) Sue Hill, RN-BC, is a certified gerontological nurse and national Green House Educator. Participants must attend entire program to receive certificate.

Keyword: Conflict
Early Bird Rate
On/before Sept. 14
Sept. 24 W 8:30 a.m.-3:30 p.m. $85
Lincoln, CEC, 303 Chvala Hansen NURS-3154-CEFA

Regular Rate
On/before Sept. 21
Sept. 30 W 8:30 a.m.-4 p.m. $95
Lincoln, CEC, 303 Chvala Hansen NURS-3154-CEFB

The Secrets of Baby Behavior
Baby behavior messages have been successful in improving infant-feeding practices by addressing common “trigger” behaviors for overfeeding, such as infant crying and waking. Please join us for an exciting conference to gain the skills and tools you need to better understand basics of normal infant development and behavior and to use research-based counseling techniques that successfully drive behavior change.

(0.55 CEUs) Presented by SCC Continuing Education and Nebraska WIC Association. This conference is for nurses and other health care providers who work in doctors’ offices, head start, home health, public health, and postpartum. Sara Chvala Hansen, RD, CLC, is the Douglas County Health Department/WIC Nutrition Services Coordinator and Deanna Stoffel, BS, IBCLC, is a Charles Drew WIC Lactation Consultant/WIC Nutritionist. Lunch provided. Participant must attend entire workshop to receive credit.

Keyword: Baby
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3188-WBFA

Keyword: Conflict
Early Bird Rate
On/before Sept. 14
Sept. 24 W 8:30 a.m.-3:30 p.m. $85
Lincoln, CEC, 303 Chvala Hansen NURS-3154-CEFA

Regular Rate
On/before Sept. 21
Sept. 30 W 8:30 a.m.-4 p.m. $95
Lincoln, CEC, 303 Chvala Hansen NURS-3154-CEFB

Keyword: Therapy
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3188-WBFA

Keyword: Baby
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3188-WBFA

Keyword: Therapy
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3188-WBFA

Keyword: Baby
Early Bird Rate
Aug. 31-Oct. 3 Online $79 NURS-3188-WBFA
RN/LPN Refresher
We can help you renew your nursing career. This course is designed to reinstate or reactivate your license, and meets the requirements for a refresher course as outlined by the Nebraska Board of Nursing.

Developed to update the nurse’s knowledge and clinical skills required for the delivery of professional nursing care in today’s health care system, this course provides interactive learning experiences that enable you to expand knowledge and skills as you prepare for reentry into nursing practice.

This course consists of 60 contact hours of online learning, including 90 hours of skills/lab and clinical are required. To use this course to reinstate your nursing license, you must successfully complete the lecture, lab and clinical portions of the course. This course will include the mandatory 8-hour IV training that all LPNs are required.

Prior to registering for the course, please complete the questionnaire at https://www.surveymonkey.com/r/ZBNKFX9. You will be contacted to confirm your eligibility and will receive an immunization record to be completed by your medical practitioner. A copy of your current AHA Health Care Provider CPR card must be submitted by the first day of class. For full class details, visit http://bit.ly/cefinassist. Gap Tuition Assistance is available for those who qualify. Visit www.southeast.edu/cefinassist for more information.

Trauma Nursing Core Course
Trauma nursing, as a discipline, refers to the process and content of the various roles nurses have in the care of the trauma patient. The purpose of TNCC is to present knowledge, refine skills and build a firm foundation in trauma nursing.

This course, developed by the Emergency Nurses Association, is designed for registered nurses who have at least six months of clinical nursing experience in an emergency care setting. Other health care professionals may audit the course.

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 contact hour certificate with appropriate contact hours. 17.65 contact hours are awarded for course completion. The TNCC Eighth Edition represents ENA’s continued commitment to uphold its belief statements and provide quality, evidence-based trauma education for nurses worldwide. The Emergency Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Jodi DeWitt, RN BAN, has more than 15 years of experience as a nurse. Jodi has worked at various critical care area hospitals and emergency rooms in Nebraska. Lunch provided first day. The textbook will be mailed to you so you have time to review/study before attending class. Check-in begins at 7:30 each day, including a light breakfast.

Nebraska Sleep Conference 2020
The Nebraska Sleep Conference 2020 will provide continuing education for Sleep Technologists and others interested in the diagnosis, management and treatment of sleep disorders.

This conference will be held in October. Visit http://bit.ly/cefinassist for more information.

Abuse & Neglect Prevention for Nursing Assistants
In order to be placed on the Nebraska Nurse Aide Registry, the state of Nebraska may require some nursing assistants to complete this one-hour course. The online course includes watching a video and reading material on patient rights, dignity, respect, and quality of life. Discussion is held on how to report suspected abuse to the proper authorities, both in a facility and in the community. RNs are welcome to take this class, also.

A quiz is given over the material and the video. When you have completed the one-hour online in-service, the state is notified by fax (within two business days) that you have completed the course. NOTE: For successful completion, you must spend an hour online and get 100% on the quiz. You can take the quiz as many times as needed. You can register at any time to take this course. If you prefer to take this course in a classroom setting, email continuinged@southeast.edu. Classroom course is $35. To register and pay, go to http://bit.ly/RegisterCE. For a full list of continuing education (CEU) courses, please visit http://bit.ly/cefinassist. For questions, email continuinged@southeast.edu.

Payment is due at time of registration for all non-credit classes.
Computers & Technology

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. Training is held at an SCC facility.

Intermediate Computer
Prerequisite: Basic Computer (OFFT-3502)
Learn the importance of deleting unnecessary internet files, maintaining disks, defragmenting, troubleshooting, and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the interface features of Windows 10.

Windows 10
This course introduces you to Windows 10, Microsoft’s newest operating system. Explore the new Start Menu, Tiles and Apps. Discover how to share and organize files and folders.

Learning Windows 10
Topics include advantages to the new operating system and how to use them in your home and work; using Cortana, especially on your tablet or laptop; make an image file back up; and learn how to use different backup processes, including the web. After this class, you will be more comfortable with the Windows 10 operating system.

Classes for Seniors
Introduction to Personal Computers for the Senior Citizen II
Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience
We will expand on the topics of safely navigating the internet, find helpful information/locations on the web and save/download items to your hard drive. We will organize email and gain confidence with attachments, explore the help categories on your hard drive, protect and save your information to various removable storage devices, customize your desktop, start menu and taskbar to make your computer quick and easy to use.

Looking for classes in your area? See pages 50-53 for the Course List by Region.

Location Key is on page 48.
Macintosh Classes

Mac for Beginners
This introductory course assumes little or no previous computer experience and teaches skills to get students up and running. It will familiarize the user with the basic operation of the Apple Macintosh operating system. Subjects covered include introducing the Mac interface, using and navigating with the mouse (click, doubleclick, and click and drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons.

Each class is customized to the students’ needs. No book required.

<table>
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<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Code</th>
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<tbody>
<tr>
<td>Mac for Beginners</td>
<td>Sept. 21 &amp; 23</td>
<td>M, W</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 403</td>
<td>GDMA-3612-CEFA</td>
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</table>

Macintosh Basics
Prerequisite: Mac for the Beginner (GDMA-3612) or equivalent experience (Some mouse, typing and navigational skills are needed for this course.)

This class is for the occasional user who wants to increase knowledge and skill on the Apple Macintosh operating system. Topics include creating and organizing folders and documents, organizing emails, customizing the dock, setting preferences; efficiently navigating the internet and organizing bookmarks; connecting accessories; creating data backups; troubleshooting basic problems; discovering self-help features such as search and find, online videos, help files, tutorials and much more.

Each class session is customized to the students’ needs. No book required.

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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Macintosh Basics</td>
<td>Oct. 14 &amp; 21</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 403</td>
<td>GDMA-3575-CEFA</td>
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</table>

Windows to Mac Transition
This course is designed for the PC user who has just switched to the Mac either at work or home and wants to find out how to adapt old working habits to the Macintosh Operating System. Topics include navigating the Mac interface, translating from Windows to Mac (“Alt” = “Option” for example), setting preferences, and other tasks. This course is for an experienced computer user who wants to gain familiarity and hands-on experience with the Mac OS.

No book required.

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<tr>
<th>Course</th>
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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Windows to Mac Transition</td>
<td>Oct. 19</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 403</td>
<td>OFFT-6561-CEFA</td>
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</tbody>
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Apple ID, iCloud & Photo Management with Photos for Mac
Learn what options you have with your Apple ID including editing and sharing photos. Cloud services routinely back up their data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your content and photos in the cloud.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. NOTE: Not a photography class but a photo management class. Have your device fully charged.

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<tr>
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<th>Room</th>
<th>Instructor</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple ID, iCloud &amp; Photo Management with Photos for Mac</td>
<td>July 22</td>
<td>W</td>
<td>6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>T. Jensen LLLX-0680-TCUA</td>
</tr>
</tbody>
</table>

iCloud Photo Management: The Best Way to Bank Your Pictures
Learn to share photos anywhere you have internet access. Cloud services routinely back up their data so you should never lose your photos in the Cloud.

Open to any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. NOTE: This is not a photography class but a photo management class. Bring your device fully charged.

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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>iCloud Photo Management: The Best Way to Bank Your Pictures</td>
<td>Aug. 31</td>
<td>M</td>
<td>6:30-8:30 p.m.</td>
<td>Plattsmouth, PLLC, 102</td>
<td>Warga AREA-0882-PLFA</td>
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</tbody>
</table>

Macintosh Basics: iPhone
You have a cool new iPhone, but how do you use it? We will teach you about icons, apps and other neat features on your smartphone! This class will be specific to iPhone users.

Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway! NOTE: Hebron section is live-streamed from Falls City.

<table>
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<tr>
<th>Course</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>Macintosh Basics: iPhone</td>
<td>July 21</td>
<td>T</td>
<td>5:30-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Steinhauser AREA-1393-TCUA</td>
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<td>Sept. 14</td>
<td>M</td>
<td>5:30-8 p.m.</td>
<td>Plattsmouth, PLLC, 102</td>
<td>Warga AREA-1393-PLFA</td>
</tr>
</tbody>
</table>

Macintosh Basics: Android
You have a cool new Android, but how do you use it? We will teach you about icons, apps and other cool features on your smartphone!

This class is specific to Android users. Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway! NOTE: Hebron section is live-streamed from Falls City.

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<tr>
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<tbody>
<tr>
<td>Macintosh Basics: Android</td>
<td>Sept. 24</td>
<td>Th</td>
<td>5:30-8 p.m.</td>
<td>Falls City, FCLC, 102</td>
<td>Steinhauser AREA-1394-FCFA</td>
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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 registration, a college representative will contact you.

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<td>Plattsmouth Area</td>
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<td>AREA-0880-PLFA</td>
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<td>Wahoo Area</td>
<td>$35</td>
<td>AREA-0880-WHFA</td>
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</table>

Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad. We will help you with tips in messages, phone calls and camera and as time allows, iCloud, storage and other apps.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. Be sure your device is fully charged before zooming into class. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Tips &amp; Tricks with Your New iPhone or iPad</td>
<td>July 20</td>
<td>M</td>
<td>6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>T. Jensen LLLX-0674-TCUA</td>
</tr>
</tbody>
</table>

FREE TRAINING
See page 8 for information on the Gap Tuition Assistance Program or visit www.southeast.edu/cefinassist for additional options.

Payment is due at time of registration for all non-credit classes.

Courses are subject to change.

Space is limited. Register today!
Computers & Technology

NEW! Passwords, Logins, IDs—OH MY!
In this age of electronic information and security concerns, password management is a must. Come learn best practices and tips and tricks to keeping your passwords and private information secure. We’ll cover both mobile and home data security.

Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

Keyword: Passwords
July 27 6:30-8:30 p.m. $29
LIVE Online, Zoom T. Jensen LLLLX-0673-TCUA

Get Going with Google Docs
Are you looking for a way to work on documents and spreadsheets, while collaborating with colleagues in real time? Discover how to create, revise, save, and share your files online. Google Docs is great for term papers, newsletters, business proposals, budgets, and more.

NOTE: Hebron section is live-streamed from Falls City.

Keyword: Google
Sept. 29 & Oct. 1 T, Th 5:30-7:30 p.m. Boatright $35
Falls City, FCLC, 102 AREA-1376-FCFA
Hebron, HNLC, 101 AREA-0929-HNFA

Online Buying & Selling
Have you thought about selling your stuff online? Learn more about the primary places people sell items, (Craigslist, Facebook® marketplace and eBay®) and how selling on these sites really works. We will talk about “gotchas” and types of payment processing. Join us for this LIVE Online Zoom class.

This class is for personal sales ONLY. Business interest is welcome but it won’t be the focus of the class.

Keyword: Selling
July 23 Th 6-8 p.m. $29
LIVE Online, Zoom T. Jensen LLLLX-0531-TCUA

LinkedIn® for Business: Basic
See page 8 for more information.

Social Media for Business Certificate (Online—UGotClass)
See page 24 for more information.

Adobe Spark / Canva
See page 22 for more information.

PROGRAMMING & NETWORKING

15th Annual Nebraska Cyber Security Conference
Tuesday, Oct. 20, 2020
We are all “virtual neighbors” in cyberspace, and what we do, or don’t do, can affect many others. The Nebraska Cyber Security Conference will assist in raising our awareness of cyber security and help in protecting all of us in cyberspace. If we each do our part, we can collectively have a positive impact on Nebraska’s secure resources.

Watch www.southeast.edu/ncsc for updates. Registration opens in June.

Keyword: Social
Plattsmouth Area $35
AREA-1376-PLFA

CompTIA Security+
Prerequisite: Basic Windows user skills and a fundamental knowledge of computer and networking concepts. CompTIA A+ and Network+ certifications or equivalent knowledge, as well as, six to nine months experience in networking, including configuring security parameters is recommended.

CompTIA Security+ is for the IT professional who has networking and administrative skills in Windows-based Transmission Control Protocol/internet Protocol (TCP/IP) networks; familiarity with other operating systems, such as macOS, UNIX, or Linux. This course will prepare students for the CompTIA Security+ certification exam (SY0-501). Topics include knowledge of and professional experience with security fundamentals networks and organizational security, as well as, skills required to implement basic security services on any type of computer network.

This course will be offered in Spring 2021.

CompTIA Network+
The N+ course prepares you for the N+ certification exam. The intermediate level certification is designed to certify the knowledge of networking technicians with at least nine months of experience in the IT industry. The course covers a wide range of vendor and product-neutral networking technologies, including network cables and devices; networking operations systems; and network design, implementation, and maintenance.

This class is taught from official CompTIA material by certified instructors. This course will be offered in Spring 2021.

NEW! CCNA 1: Introduction to Networks
No prerequisites required
Begin preparing for a networking career with this introduction to how networks operate. This first course in the three-course CCNA series introduces architectures, models, protocols, and networking elements – functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. You’ll even get the chance to build simple local area networks (LANs) yourself. You’ll have a working knowledge of IP addressing schemes, foundational network security, and be able to perform basic configurations for routers and switches.

This course will be offered in Spring 2021.

Payment is due at time of registration for all non-credit classes.

FREE TRAINING
See page 8 for information on the Gap Tuition Assistance Program or visit www.southeast.edu/cefinassist for additional options.
NEW! CCNA 2: Switching, Routing & Wireless Essentials
Prerequisite: CCNA 1: Introduction to Networks or equivalent knowledge
Delve further into the world of networking with the second CCNA course in a three-course series. This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. You’ll perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

This course will be offered in Spring 2021.

NEW! CCNA 3: Enterprise, Networking Security & Automation
Prerequisite: CCNA 2: Switching, Routing & Wireless Essentials or possessing equivalent knowledge
Large enterprises depend heavily on the smooth operation of their network infrastructures. This is why networking professionals are vital to every organization and those with networking skills can land a great job and set their sights on a rewarding career! This third course in the three-course CCNA series describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks.

This course will be offered in Fall 2021.

Certificate in Structured Query Language (SQL) (Online—UGotClass)
See page 24 for more information.

Hack Your Way to Security / Introduction to Python 2.5 Programming / SQL Series (Online—Ed2Go)
See page 24 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 continues@university.edu.

Adobe Acrobat DC Pro
Prerequisite: Word Basic or equivalent experience
Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! Learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page layout application, scanned document, Web page, or digital photo can be converted to Adobe PDF using Acrobat software. Learn the best way to create a PDF for specific situations.
No book required. Lunch is on your own.

Keywords: Adobe

Introduction to Illustrator CC
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience and knowledge of Adobe CC software
This class is for beginners who want to master the fundamentals of Adobe Illustrator and begin creating vector graphics. We will cover the tools of Illustrator, the interface, how to save and print files, and how to work with basic shapes, lines and color. This hands-on course will give you practice on actual art and plenty of resources for continued Illustrator work.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own for full-day class.

Keywords: Illustrator

Introduction to InDesign CC
Prerequisite: Windows Operating System experience and knowledge of Adobe CC software
This class introduces the fundamentals of InDesign CC. It focuses on the core features of InDesign, including introducing the workspace, panels, document creation, working with pages, importing graphics, importing and editing text, and working with color.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required.

Keywords: InDesign
Introduction to Adobe Lightroom
Prerequisite: Introduction to Photoshop CC (GDMA-3620)
With Adobe Lightroom, you have all the tools you need to bring out the best in your photography. Learn how to use the library module for importing, viewing, ranking, and rating photographs. Once photographs have been imported and tagged, learn about the Develop module and practice making one-click enhancements, correcting exposure, retouching distractions, and performing localized adjustments. Photos are taken to be shared with family, friends, and colleagues. Course also includes an introduction to creating panoramas, books, slideshows, and custom print layouts.

Lunch is on your own.  
Keyword: Adobe
Oct. 10  S  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 402  Beck  GDMA-7703-CEFA

Welcome to Adobe Lightroom Classic
Whether you’re a seasoned photographer or just getting started, Lightroom is a tool you will want in your pocket. Learn how to use Lightroom to organize and manipulate your photos in fun creative ways. From viewing, organizing and editing small to large numbers of digital photos, this software has you covered. The class will cover a basic introduction to using Lightroom through hands-on experience. You will follow along with the instructor to gain the most out of the experience on your own photos.

Bring a couple of photos on your laptop, jump drive or SD card to use in class. Students must bring their own laptops and purchase their own Adobe Lightroom plan prior to the start of class.
Keyword: Lightroom
Sept. 21  M  6:30-9 p.m.  $25
York, YKLC, K  Atchison  AREA-8190-YKFA

Introduction to Photoshop CC
Prerequisite: Experience navigating in Mac or PC environment
Ready to get up close and personal with the top choice of professional editors, designers and photographers to create powerful images? Whether you’ve played around in Photoshop just a bit or have never opened the application, this is the class for you. We’ll learn about contrast, saturation, color correction, making selections, working with layers, blend modes, and adding text.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own.
Keyword: Photoshop
Sept. 26  S  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 402  Beck  GDMA-3620-CEFA

Adobe Spark
Prerequisite: Windows Operating System and internet experience
Create branded webstories, animated videos, and social graphics with Adobe Spark. This class will help you get started to create, edit and share visual stories from any device.

Keyword: Spark
Nov. 11  W  1-4 p.m.  $69
Lincoln, CEC, 402  Guthard  GDMA-7280-CEFA

Canva
Prerequisite: Windows Operating System and internet experience
Learn to use Canva’s drag and drop feature and professional layouts to design stunning graphics. The tools can be used for both Web and print media design. No design skills necessary!

Keyword: Canva
Nov. 4  W  9 a.m.-Noon  $69
Lincoln, CEC, 402  Guthard  GDMA-7285-CEFA

MS Office

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

Excel 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Online & Lincoln Sections: Required book is available at the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.

Beatrice and Plattsmouth Sections: Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.
Lunch is on your own.
Keyword: Excel
July 15  W  8:30 a.m.-4:30 p.m.  $159
Online  Lang  OFFT-7166-WBUB
Aug. 27  Th  9:30 a.m.-5 p.m.  $159
Plattsmouth, PLLC, 102  Widler  OFFT-7166-PLFA
Aug. 12  W  8:30 a.m.-4:30 p.m.  $159
Online  Jordingen  OFFT-7166-WBUB
Sept. 11  F  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Jordingen  OFFT-7166-CEFA
Sept. 19  S  8:30 a.m.-4:30 p.m.  $159
Beatrice, KEN, 400  Jordingen  OFFT-7166-BEFA
Oct. 7  W  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Jordingen  OFFT-7166-CBEF
Oct. 15  Th  8:30 a.m.-4:30 p.m.  $159
Beatrice, KEN, 334  Jordingen  OFFT-7166-BEFA

Excel 2016: Intermediate
Prerequisite: Excel Basic or equivalent experience
Online & Lincoln Sections: Required book is available at the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.

Beatrice and Plattsmouth Sections: Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.
Lunch is on your own.
Keyword: Excel
July 29  W  8:30 a.m.-4:30 p.m.  $159
Online  Lang  OFFT-7167-WBUB
Aug. 26  W  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Maltas  OFFT-7167-CEFA
Sept. 17  Th  9:30 a.m.-5 p.m.  $159
Plattsmouth, PLLC, 102  Widler  OFFT-7167-PLFA
Sept. 23  W  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Maltas  OFFT-7167-CBEF
Oct. 10  W  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Maltas  OFFT-7167-CBEF
Oct. 22  Th  8:30 a.m.-4:30 p.m.  $159
Beatrice, KEN, 334  Punko  OFFT-7167-BEFA

Excel 2016: Advanced
Prerequisite: Excel Intermediate or equivalent experience
Online & Lincoln Sections: Required book is available at the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.
Lunch is on your own.
Keyword: Excel
Aug. 28  F  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Maltas  OFFT-7168-CEFA
Oct. 30  F  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 408  Maltas  OFFT-7168-CBEF

Does your organization need computer training?
Let SCC Training Solutions help you develop a training program that fits your needs. Classes may be offered at your workplace or at any of our Southeast Community College locations (Lincoln, Beatrice, Milford, and all six of our Learning Centers). We offer flexible solutions for today’s workforce.

Some of the classes we offer: Microsoft Office (Excel, Word, PowerPoint, OneNote, Outlook, Access), QuickBooks, Adobe Creative Cloud Suite (Acrobat DC Pro, Illustrator, In Design), and more.

For more information, contact Lora Ives, Training Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.
Outlook 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-do lists, and Notes.
Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

PowerPoint 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Word 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
LIVE Online Section:
Lincoln Section: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Word 2016: Intermediate
Prerequisite: Word Basic or equivalent experience
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

QuickBooks
QuickBooks 2019: Basic & Intermediate / Working with QuickBooks Online
See page 6 for more information.
QuickBooks 2019 Series (Online—Ed2Go)
See page 24 for more information.

Word Development & Design
Wordpress
Discover the basics to create a website. Learn how to install Wordpress on your PC or Mac, navigate the Wordpress dashboard, create pages and posts, custom menus, and create functional websites.

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.

Building a Website Level I
Prerequisite: Basic Computer (OFFT-3502) or equivalent experience
This class introduces basic concepts needed to create a website. It begins with an introduction to Web technologies and then provides a comprehensive overview of HTML5. In-class exercises focus on basic webpage layout, HTML5 syntax, text formatting, graphics, hyperlinks, and tables.
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Building a Website Level II
Prerequisite: Building a Website Level I (INFO-3862) or equivalent experience
This class picks up where Level I ends. Learn to create an attractive and organized website using HTML5 and Cascading Style Sheets. In-class exercises guide students through developing a full-fledged website using HTML5 and CSS.
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Adobe Spark / Canva
See page 22 for more information.

Courses are subject to change.
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.

www.ed2go.com/sccne

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 cancelation.

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.

Do you want a high school diploma?

Do you want to strengthen your English skills in an English as a Second Language (ESL) class?

Do you want to improve your math, reading or writing skills before enrolling in college classes or to improve your job opportunities?

Southeast Community College has classes for you!

Free Basic Education & GED® Preparation

Refresh your skills in math, reading, writing, computer literacy, and employability skills or take GED® preparation classes.

GED® prep classes are for individuals without a high school diploma who are 16 or older.

Free English as a Second Language (ESL)

SCC provides non-credit ESL classes for people who want to improve their ability to speak, read, and write in English.

Students of all English abilities are eligible to attend the free ESL classes at SCC. Books for classroom use are provided.

All new students must attend an ESL Orientation. For Orientation dates, refer to www.southeast.edu/ESL.

Interpreter Training

Southeast Community College has classes to help you improve your language interpreting skills.

SCC offers several courses focusing on skills training for interpreters. All new students must register for ESL Orientation to determine if they are eligible to enroll in the interpreter training class.

To register for ESL Orientation, come to SCC, Room J-2, 8800 O St., Lincoln.

For information or questions about:

- Registration and Orientation:
  Call 402-437-2840 or come to Room J-2 at SCC, 8800 O St., Lincoln

- GED® and Basic Skill Classes:
  Email lsaffer@southeast.edu

- ESL:
  Email skash-brown@southeast.edu

Visit www.southeast.edu/adulteducation

Distance learning opportunities are available. Call 402-437-2840 or email lsaffer@southeast.edu for details.

Advanced & Professional English Communication ESL

Students who can already communicate in English can continue improving their English speaking and writing skills in Advanced and Professional English Communication ESL courses.

Students pay tuition and purchase the required books for the classes. In these ESL classes, instructors guide the students to strengthen their skills in:

- Conversational English
- Grammar Development
- Professional Writing
- Reading and Vocabulary

All new students must attend an ESL Orientation before registering for class. For orientation and class schedules, refer to www.southeast.edu/ESL.

Volunteer Opportunities

Volunteers allow the Adult Education Program to provide individual attention to students. Adult Education classroom volunteers encourage and direct students toward their educational goals.

To volunteer in Lincoln, contact vcarper@southeast.edu. In areas outside of Lincoln, contact jfreeman@southeast.edu.
Pet Massage
Learn hands-on massage techniques to relax muscles, stimulate circulation, improve mood, flexibility and enhance the range of motion for your four-legged family members. The benefits pets get from a massage is very similar to the benefits that humans experience.

You may bring your pet to the class if you wish. Please have dogs on a leash. (Cost $29 + Sales Tax $2.18)

Keyword: Pet
Oct. 17  S
NE City, NCLC, 101
Kreifels
AREA-3975-NCTA
Sales Tax is applicable on animal specialty services.

Adopted…Now What?
Do you have an adopted or rescued pooch? Some dogs join your family knowing commands, while others are scared, and still others a little over-confident. We will work individually with each dog and discover the most caring and humane way to help your dog learn and trust you as their new owner.

DIRECTIONS TO TRAINING SITE: See page 48 for class location. SCC staff tuition waiver does not apply. (Cost $55 + Sales Tax $3.03)

Keyword: Adopted
Sept. 14-Oct. 5  M
Lincoln, KENL
Kreifels
LLXL-0721-OCFA

Sport Sampler of Dog Activities
Try a little bit of everything! Obedience, rally, agility, scent work and canine good citizen. Four weeks of learning and fun with your dog, inside where it is cool.

DIRECTIONS TO TRAINING SITE: See page 48 for class location. SCC staff tuition waiver does not apply. (Cost $55 + Sales Tax $3.03)

Keyword: Dog
Sept. 18-Oct. 9  F
Lincoln, KENL
Kreifels
LLXL-0724-OCFA

Daytime Fun: Dog Obedience
We will go over many things such as: Greeting other dogs and people, structured walking, come when called, door manners, sit down and stay, and more!

DIRECTIONS TO TRAINING SITE: See page 48 for class location. SCC staff tuition waiver does not apply. (Cost $55 + Sales Tax $3.03)

Keyword: Obedience
Sept. 16-Oct. 7  W
Lincoln, KENL
Kreifels
LLXL-2014-OCFA

Daytime Fun: Just for Puppies 8-16 Weeks Old
Every wonder why your puppy bites? Is your puppy playing too rough? How do I teach my puppy to tell me when it’s time to go outside? This is a fun and relaxed class where everything is puppy!

DIRECTIONS TO TRAINING SITE: See page 48 for class location. SCC staff tuition waiver does not apply. (Cost $55 + Sales Tax $3.03)

Keyword: Dog
Sept. 15-Oct. 6  T
Lincoln, KENL
Kreifels
LLXL-0698-OCFA

Painting Rustic Autumn Signs
Create your choice of seasonal wood signs using milk paint and chalk paint. Choose one of several farmhouse-styled signs. You can choose from a variety of paint colors and stain colors to match your decor perfectly!

All supplies included and as always tea and treats too. Product sales will not be a part of this class.

Keyword: Painting
Sept. 10  Th
6:30-9:30 p.m.
$65
Louisville, SHSH
Wolcott
AREA-7700-PLFA

Beginning Wood Carving
Discover basic wood carving techniques and learn about the tools, woods and history associated with traditional carving. You will learn sharpening skills and painting techniques all while keeping safety as the top priority.

If you have never carved before, you will need a wood carving knife, mesh glove and apron. After registration, you will be sent an email with additional information regarding the three items listed above. If you have any wood carving tools, bring them along. There will be a fee payable in class for the wood blanks to carve on. Prices vary between $5-$30. Cash or check only for supplies. Class will meet at the instructor’s wood shop.

Keyword: Wood
Aug. 25-Sept. 29  T
6:30-8:30 p.m.
$109
Lincoln, VWSP
Vang
LLXL-1199-OCFA

Aug. 27-Oct. 1  Th
9-11 a.m.
$109
Lincoln, VWSP
Vang
LLXL-1199-OCFB

Gourd Art
Gourd art involves creating works of art using hard-shelled gourds as an art medium. Gourd surfaces may be carved, painted, sanded, burned, dyed and polished. We will create an array of art pieces, bowls, sculpture, or wall art (not birdhouses).

Beginners to advanced students welcome. Plan on additional supplies which will be discussed at the first class. Gourd costs vary depending on the size. However, plan to spend between $10 and $45 on your gourd. Bring to class: apron, dust mask (bring your own or purchase in class for $2). Cash or check only for supplies. Class will meet at instructor’s shop.

Keyword: Gourd
Aug. 26-Sept. 30  W
9 a.m. -Noon
$109
Lincoln, VWSP
Vang
LLXL-0033-OCFA

Aug. 25-Sept. 30  T
6-9 p.m.
$109
Lincoln, VWSP
Vang
LLXL-0033-OCFB

Old Fashioned Soap Making
See page 40 for more information.

Keyword: Gourd
Aug. 27-Oct. 1  Th
9-11 a.m.
$109
Lincoln, VWSP
Vang
LLXL-1199-OCFB

Space is limited. Register today!

Payment is due at time of registration for all non-credit classes.
Pottery Wheel
For beginning students, this is an introduction to the fundamentals of the pottery wheel. For more advanced students, this is an opportunity to hone their skills.

All clay, glazes, tools, and firing provided.

Keyword: Pottery

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1-22</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>$150</td>
<td>Lincoln, LUXC, Ceramic Bldg LLLX-0269-OCFA</td>
</tr>
</tbody>
</table>

Adult Pottery
This class is appropriate for all pottery experience levels. Participants will work at their own pace with instructor assistance. If you are new to pottery, learn how to get started. If you are a seasoned potter, join the class and learn some new techniques.

We will get dirty, so come dressed appropriately. Cost includes approximately 25 pounds of clay, glaze and use of tools and supplies.

Keyword: Pottery

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<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Aug. 25-Sept. 29</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>$79</td>
<td>Beatrice, TRU, 107 Steele BBBX-1997-BEFA</td>
</tr>
</tbody>
</table>

Creating Pottery Serving Dishes
This is an intro to hand-building pottery class. We will make food safe serving dishes out of clay using hand-building methods.

Several design and style options will be available. The final projects will be fired and glazed and pick-up will be arranged by the instructor. Product sales will not be a part of this class.

Keyword: Pottery

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<tr>
<th>Date</th>
<th>Days</th>
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<th>Fee</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Sept. 17</td>
<td>Th</td>
<td>6:30-8:30 p.m.</td>
<td>$45</td>
<td>Louisville, SHSH Wolcott AREA-6070-PLFA</td>
</tr>
</tbody>
</table>

Nothing New Trip
See page 32 for more information.

Show Your Door Some Love
Be the talk of the neighborhood! Grab your friends and join this great make and take class. Come and get inspired to paint your own fun and unique door sign.

There are many themes to choose from and you will need to preselect your sign two weeks prior to class then show up ready to have fun.

Some theme options are: school, camper, fall, Valentine, Winter, Husker/Nebraska, Spring (tulips, watering can etc.), initials, mason jar, flowers, fruit, etc.

You will receive an email around July 18 with theme options and sample signs. You will be using paint so dress appropriately.

Doors & More will provide all materials, guidance and inspiration for the day.

Keyword: Door

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 28</td>
<td>F</td>
<td>6-8:30 p.m.</td>
<td>$39</td>
<td>Lincoln, CEC, 102 Bonneau LLLX-1142-CFBA</td>
</tr>
</tbody>
</table>

Basic Weaving
Learn basic weaving skills and terminology and take home a sampler of basic stitches using a student hand-held loom. This workshop will give you a chance to experiment with color, technique and various yarns.

The instructor will supply the loom and shuttles, acrylic yarns and threads, tapestry needles and basic weaving manual. Many will finish a second sampler using different techniques (student’s choice). Bring a sharp scissors and a wide-tooth comb. There is a $15 fee associated with this course payable to the instructor in class. Cash or check only for supplies.

Keyword: Weaving

<table>
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<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 29</td>
<td>S</td>
<td>9 a.m.-3 p.m.</td>
<td>$45</td>
<td>Plattsmouth, PLLC, 102 Hoemann AREA-2749-PLFA</td>
</tr>
</tbody>
</table>

Knot Your Momma’s Macramé
In this class you will make a wall hanging that will be ready to show off and hang on your walls. From four basic knots you can expand and make all kinds of art as well as rugs, plant hangers, jewelry, purses, hammocks, etc. You will start out with a 12-inch dowel and make an art piece out of cotton cord.

The instructor, has done macramé for over forty years. The new freer form of macramé is more artistic than the tight craft patterns of the 1970s. Please bring a fine tooth comb to comb out some of the cord for an additional decorative touch. Also bring a sharp scissors. There is a $10 supply fee associated with this course payable in class. Cash or check only for supplies.

Keyword: Knot

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<th>Date</th>
<th>Days</th>
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<th>Fee</th>
<th>Location</th>
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<tbody>
<tr>
<td>Sept. 8</td>
<td>T</td>
<td>6-9 p.m.</td>
<td>$29</td>
<td>Plattsmouth, PLLC, Commons Hoemann AREA-2196-PLFA</td>
</tr>
</tbody>
</table>

Courses are subject to change.
NEW! Farmhouse Wreaths
We will craft a gorgeous custom wreath for your home. Choose a book page wreath, greenery wreath or a fabric scrap and ribbon wreath. You will learn how to make all three but create one wreath to take home. We will create a coordinating mini wood sign greeting to hang from the wreaths as well.
Supply list sent approximately one week prior to class. Product sales will not be a part of this class.
Keyword: Farmhouse
Aug. 23 U 1-3 p.m. $29
LIVE Online, Zoom Wolcott AREA-2182-TCUA

Tobacco Basket Floral
See page 35 for more information.

NEW! Sumptuous Summer Floral Basket
See page 35 for more information.

NEW! Gratitude, Gimmicks & Going the Extra Mile
See page 34 for more information.

FREE TRAINING
See page 8 for information on the Gap Tuition Assistance Program or visit www.southeast.edu/cefinassist for additional options.
NEW! Junk Journal: File Folder
Let’s make a fun, fast junk journal (out of a file folder)! These shabby little friends are a fun and green way to repurpose some of the “useless” or not-so-useless paper that accumulates in our lives.

Upon registration, you will receive an email with a supply list (scissors, ruler, adhesive) and suggestions/ideas of things for you to save for your pages in your journal. There is a $5 supply fee payable in class. Cash only for supplies.

**Keyword: Journal**

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<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
<th>Location Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 28</td>
<td>Lincoln, CEC, 406</td>
<td>6-8 p.m.</td>
<td>$19</td>
<td>LLLLX-1346-CEFA</td>
</tr>
</tbody>
</table>

Creativity is Brewing!
Join us for an evening of mixed media art on a mini canvas. Experiment with various art mediums while you sip a refreshing beverage. Beginner to advanced artists for this fun project.

There is a $5 supply fee associated with this course payable in class. Product sales will not be a part of this class.

**Keyword: Creativity**

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<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
<th>Location Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 19</td>
<td>Louisville, SHSH, Wolcott</td>
<td>10 a.m.-Noon</td>
<td>$25</td>
<td>AREA-7665-PLFA</td>
</tr>
</tbody>
</table>

Acrylic Class (Beginning/Intermediate)
Let the LUX Center for the Arts introduce beginning students to the fundamentals of painting with acrylics. Advanced students time to develop their skills.

All paints, brushes and materials provided.

**Keyword: Acrylic**

<table>
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<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
<th>Location Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22</td>
<td>Lincoln, LUXC</td>
<td>9:30 a.m.-Noon</td>
<td>$125</td>
<td>LLLLX-0195-CEFA</td>
</tr>
</tbody>
</table>

Acrylic Painting: Seasons
This is a 16-inch by 20-inch acrylic painting. Capture the cycle of life in a single tree. As we revolve around the tree we progress through the four seasons.

There is a $25 fee associated with this course payable in class. Check or cash only for supplies.

**Keyword: Acrylic**

<table>
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<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
<th>Location Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 29</td>
<td>Plattsmouth, PLCC, 103</td>
<td>9:30-11:30 a.m.</td>
<td>$24</td>
<td>AREA-7658-PLFA</td>
</tr>
</tbody>
</table>

Payment is due at time of registration for all non-credit classes.

Courses are subject to change.

Looking for classes in your area? See pages 50-53 for the Course List by Region.

**Location Key** is on page 48.
Scrapfest
Living It Up
Saturday, Sept. 26, 2020

Grab your scrapping supplies and clear your calendar for a day of uninterrupted creative recreation.

Registration includes 15 hours of cropping at your own table, access to a computer for journaling, and a chance to win multiple door prizes. Visit the SCC website at www.southeast.edu/cearts and click on Scrapfest for a detailed brochure and to view the projects. Please write on your registration form who you would like to be seated next to. If you are registering online, email continuinged@southeast.edu who you would like to be seated next to. Please Note: All meals are on your own.

Keyword: Scrapfest

<table>
<thead>
<tr>
<th>Scrapfest Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Fine Day</strong></td>
</tr>
<tr>
<td><strong>Heat Wave</strong></td>
</tr>
<tr>
<td><strong>Oh, the Memories</strong></td>
</tr>
<tr>
<td><strong>Our Story</strong></td>
</tr>
</tbody>
</table>

Scrapfest classes are optional. You will register and pay $10 per class the day of Scrapfest. Cash or check please. We are really busy designing the great class options for September so you will have to wait until closer to September for the picture reveal.

Keywords: One Fine Day, Heat Wave, Oh, the Memories, Our Story

Friday Night Crop
Prerequisite: Must register for Scrapfest (LLLX-0013) to attend the Friday night crop. Join us on Friday for this “bare bones” crop. Leave your goods overnight and pick up where you left off when you arrive on Saturday. That’s five hours of extra scrapping for only $5. No vendors, prizes, food, etc., just extra crop time!

Keywords: Friday Night Crop

Handmade Greeting Cards
Do you want to create fabulous cards without buying a ton of new materials? Get inspired as we create six new cards with techniques that will spice up your favorite supplies. There also will be new products to show you what is out there and how to use it. These are all NEW cards, from previous classes.

Suggested supplies include: glue dots, tape runners or double-sided tape, pop dots, scissors, glue pen, and piercing tool. Register early because your card supply kit will be mailed to you. Registration deadline for Sec. TCUB is June 28 and Sec. TCF is Aug. 25.

Keywords: Cards with Character

The Beauty of Watercolor
Have you ever wanted to try painting with watercolor but fear stopped you? In each Saturday session you will be guided step by step with NO stress!

Each week you complete a painting that you can be proud of! Each Saturday the project will vary in style, technique and subject. Please be sure to include your email address as you will be sent a supply list two weeks prior to class or you may contact Marcia for supply list and/or more information at marcartsy@itsinhed览nstudio.com or 605-521-4255.

Keywords: The Beauty of Watercolor

Looking for classes in your area? See pages 50–53 for the Course List by Region.

Location Key is on page 48.
Paint Pouring on Glass
Have you tried the acrylic paint pour technique that has taken over the nation? Why not try it on glass?!? We have special paints that get fired in the kiln to become permanent pieces of artwork that you can frame for display, or cut up to include in mosaics, stained glass or fusing projects.
For more information and dates, email nholman@southeast.edu or call 402-437-2712.

Fused Glass Serving Platter
Make your own fused glass patterns for entertaining! We will make a matching set of two dishes, one for serving and one for dipping.
For more information and dates, email nholman@southeast.edu or call 402-437-2712.

Nebraska “N” Glass Window Painting
See page 29 for more information.
Personal Interest

Jewelry

Lost Wax Casting
Create your own small jewelry or art piece cast in sterling silver. No prior metalsmithing experience is needed.
All supplies and tools provided.

Keypoint: Casting
Sept 8-29 T 6:30-9 p.m. $150
Lincoln, LUXC LLLX-0272-OCFA

Soldering Jewelry for Beginners
Learn the basics of jewelry fabrication and soldering. You will make a completed piece of jewelry.
Supply list sent approximately one week prior to class.

Keypoint: Jewelry
July 18 S 10 a.m.-Noon $29
LIVE Online, Zoom Wolcott AREA-2293-TCUA

NEW! Resin & Clay Jewelry
Get creative while learning how to work with resin and clay. Kits provided in class to create your pendant or earrings. You will have the skills to create more jewelry on your own.
Supply list sent approximately one week prior to class. Product sales will not be a part of this class.

Keypoint: Jewelry
Aug. 8 S 10 a.m.-Noon $29
LIVE Online, Zoom Wolcott AREA-2294-TCUA

Needle Arts & Sewing

Beginning Knitting
Knit one, purl two. Learn the basic knitting stitches (knit, purl, cast on/off) to get you started in this traditional needle art. You will leave class with enough technique to be able to create your own scarf or small project.
You will need size 7 straight knitting needles and two skeins of sugar and cream cotton yarn (same or different colors, your choice). Zoom knit with us.

Keypoint: Knitting
July 11-25 S 10 a.m.-Noon $29
LIVE Online, Zoom Roseberry LLLX-0512-TCUA

Learn to Crochet
Get started in crochet! Learn how to read patterns, begin a foundation and the basic stitches to begin your crochet adventure.
You will need a pair of scissors, skein of worsted weight cotton yarn (such as Sugar and Cream) and a size I or J crochet hook. Zoom crochet with us.

Keypoint: Crochet
Aug. 15-29 S 10 a.m.-Noon $29
LIVE Online, Zoom Roseberry LLLX-1481-TCUA

Bus Trips & Tours

Nothing New Trip
Fri., Sept. 11 TRIP-1052-BEFA $79
Now that we have your attention, let us explain this one-of-a-kind day trip. Join Kelly and Nancy on an excursion to Omaha for a day of thrifting and treasure hunting. Leave the driving to us because you will need to rest between all of our secondhand and thrift stops. Remember, one person’s trash is another person’s treasure. Who knows what you will find?
Trip requires a fair amount of walking and bus steps. Cost includes motor coach transportation and lunch. Registrations will be taken until enrollment limit is met. No refunds 14 days prior to departure date. If you need to request reasonable accommodations based on a disability, you must register and contact the Continuing Education office at continuinged@southeast.edu by July 10.

SCC reserves the right to cancel any pick-up stops that do not meet the minimum enrollment. Confirmation letters will be mailed to each student approximately two weeks before the trip. Letters will include exact pick-up times, locations and RSVP information. SCC staff tuition waiver does not apply.

Keypoint: Trip

Looking for classes in your area?
See pages 50-53 for the Course List by Region.

Location Key is on page 48.
Wine, Dine & Sights in the City Trip
Fri., Oct. 9 TRIP-1051-BEFA $89
Who knew we had so much to do so close to home? Join SCC on a day trip to Pawnee City. Our trip will be chock full of history and fun with our very own step-on guide. Start the day off at Pawnee City's Historical Society Museum. This is not your normal museum visit as it consists of 22 actual buildings, including Larry the Cable Guy's barn, Gov. David Butler's home, a log cabin, 1,600 salt and pepper shakers, 800 kinds of barbed wire, and a variety of quilts and farm implements. That is just our FIRST stop.

We will dine at Schilling Bridge, where the owners will tell us all about their business and what it's like to own the first-ever Farm Winery and Microbrewery. Wine tasting will be available but is not included in tuition. Participants may pay $5 per person to Schilling Bridge if they wish to partake in wine tasting. After a delicious lunch, we will be off for additional exciting stops that may include an Amish farm, African Safari Display, and Peddle Car Museum. It is a short trip, but packed with a lot of energy.

Trip requires a fair amount of walking and touring outdoors. Cost includes motor coach transportation, admission to tours and lunch. Registrations will be taken until enrollment limit is met. No refunds 14 days prior to departure date. If you need to request reasonable accommodations based on a disability, you must register and contact your Learning Center office at continuinged@southeast.edu by Aug. 28.

SCC reserves the right to cancel any pick-up stops that do not meet the minimum enrollment. Confirmation letters will be mailed to each student approximately two weeks prior to this trip with exact pick-up times, locations and RSVP information. SCC staff tuition waiver does not apply.

Irish Step Dance
Irish Step Dancing is the solo dance style for those age 7 and older who can move freely and want to learn a new way to move to music. You will learn the basics of beginning step dance and then easy reel and jig step combinations. This is a great way to exercise in a friendly environment.

Belly Dance for Beginners
Learn to shake and shimmy while having fun, improving core strength and increasing muscle tone. This class will cover basic belly dance movements in a safe and comfortable environment.

Fall Junkstock Bus Trip
Fri., Oct. 2 TRIP-1064-FCFA $69
Calling all flea market and farmhouse-style decorators: Junkstock is for you! Join us for this fun-filled day with hot-air balloons, live music and artistic creations. Fall Junkstock is tentatively scheduled for Oct. 2-4. Check out the SCC Learning Center at Falls City Facebook page for more details!

Trip requires a fair amount of walking. Cost includes motor coach transportation. Not recommended for persons under age 10. Participants 16 years and younger must have a paid, accompanying adult. Registrations will be taken until enrollment limit is met. No refunds after Sept. 18. If you need to request reasonable accommodations based on a disability, you must register and contact your Learning Center to discuss your needs no later than Sept. 18. SCC reserves the right to cancel any pick-up stops that do not meet the minimum enrollment. A confirmation letter and itinerary will be mailed to each student approximately two weeks prior to this trip with exact pickup times, locations and RSVP information. SCC staff tuition waiver does not apply.

Payment is due at time of registration for all non-credit classes. Courses are subject to change.
NEW!  Gratitude, Gimmicks & Going the Extra Mile
The real joy is in the giving. In this session, you will gather ideas for showing appreciation in a unique and clever way. From care packages to quick gestures of appreciation, we will explore many options. Attendees will leave with a collection of meaningful ideas and a lot of inspiration to positively impact others!

Keyword: Gratitude
July 29 W 6-7:30 p.m. $19
LIVE Online, Zoom Van Winkle LLLX-1127-TCUA

NEW! Treasure Hunting 101
Discovering lost and hidden treasures probably appeals to the adventurer in you, but you don’t have to fly off to distant countries, in fact you don’t have to leave the Midwest or even your home town. Treasure Hunter Nathan Schwenke will lead this interesting and fun class as you discover how to determine locations to hunt, types of equipment used to hunt treasure, and what to do with your found treasures. This class will fill quickly, so don’t wait to sign up!

Keyword: Treasure
Sept. 26 S 9 a.m.-Noon $29
Lincoln, CEC, 404 Schwenke LLLX-0855-CEFA

NEW! The Bakeshoppe: Shortcake & Pound Cake
See page 36 for more information.

NEW! Sign Exact English: Medical Focus
See page 39 for more information.

Space is limited. Register today!
Payment is due at time of registration for all non-credit classes.

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

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.

Courses are subject to change.

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 a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

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

In-person presentations are available on:
Sept. 22 T 6-8 p.m. Lincoln, CEC, Aud
Sept. 23 W 5:30-7:30 p.m. Beatrice, JAC, Conf. Rm
Sept. 23 W 5:30-7:30 p.m. Falls City, FCLC, 102
Sept. 23 W 5:30-7:30 p.m. Hebron, HNLC, 101
Sept. 23 W 5:30-7:30 p.m. Wahoo, WHLC, 102

Webinar presentations are available on:
July 7 T
Aug. 5 W
Sept. 10 Th

Pick the Right Medicare Drug Plan
Medicare drug coverage can be confusing. Each year Medicare drug plans make changes to the cost and coverage you can receive. Knowing what those changes are and where to get information about your alternatives is important to ensure you get the best coverage at the lowest price. This class will teach you the basics of Medicare prescription drug plans, how they work, and what questions you should be asking when evaluating your options.

To register, please visit www.doi.ne.gov/shiip. For questions, please call 402-471-2841.

Sept. 16 W 5:30-7:30 p.m. NE City, NCLC, 105
Sept. 30 W 5:30-7:30 p.m. Falls City, FCLC, 102
Sept. 30 W 5:30-7:30 p.m. Hebron, HNLC
Sept. 30 W 5:30-7:30 p.m. Wahoo, WHLC, 101

FREE TRAINING
For information on financial assistance options, visit www.southeast.edu/cefinassist.
The Power You Have, The Power You Give
If you have power of attorney for someone, or if you have given someone your power of attorney, do you fully understand what that means? Join us as we discuss the advantages/disadvantages of a financial power of attorney, health care power of attorney, living wills, advanced medical directives, guardianship, and conservatorship. This is important information to understand regardless of your age or life situation.

Planning a Funeral
Have you planned a wedding, special birthday or anniversary? Normally you start planning those events at least a year in advance. A funeral costs almost as much as the previous mentioned celebrations but you only have a few days to plan and get everything in order. This class will provide you with information and resources so you have time to think and maybe plan ahead so your loved ones know exactly what you want. Planning ahead can help alleviate stress.

DNA Tells A Story
See page 37 for more information.

College Tuition Planning
See page 41 for more information.

Let’s Do Lunch Series: Vacation Planning
See page 42 for more information.

FLORAL DESIGN

NEW! Sumptuous Summer Floral Basket
Bring all the bright colors and fragrance of summer inside!
Supply list sent approximately one week prior to class.

Pumpkins & Sunflowers!
Kick off fall with this fun arrangement.
Pumpkins may vary according to availability. All materials provided.

Tobacco Basket Floral
Tobacco baskets were originally used to display tobacco when taken to market, however they are the hot decorator item right now. This 12-inch by 12-inch basket is just the right size for table or door.

Farmhouse Wreaths
See page 28 for more information.

FOODS

NEW! Cajun Cook
Learn how simple it is to bring a taste of New Orleans home. Our chef has spent years perfecting the creole flavor so you don't have to.
Demonstration and sampling round out the class.

NEW! Truly Mexican: Mexican with Summer Garden Goodness
Enjoy the goodness of the summer garden with Lupe as you explore Calabacitas (zucchini, tomatoes, corn, and pork), Mexican corn on the cob and green patties in red sauce.
Supply list sent approximately one week prior to class. Zoom cook with us from your kitchen.

Truly Mexican: Rellenos
If you long to discover the joy of cooking authentic Mexican food, this class opens the door to traditional family recipes (tried and true), like red salsa, rice, frijoles refritos, and chiles rellenos that have been the center of countless family celebrations for Lupe Hernandez Hickey, who hails from Mexico City.
Bring your apron and small storage containers in case of leftovers.

LOOKING FOR CLASSES IN YOUR AREA?
See pages 50-53 for the Course List by Region.
LOCATION KEY is on page 48.
The Bakeshoppe
In the bakeshoppe we will make everyone’s bakery favorites. Zoom bake with us from your kitchen! Welcome to bakers of every level. Register for each class individually or register for both and save!

NEW! Shortcake
Shortcake is a summer favorite! You will make sweet shortcake with a fresh cooked fruit topping and finish with whipped cream. YUM! Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Bakeshoppe
July 14  T  6-8:30 p.m.  $39
LIVE Online, Zoom  Harper  LLLX-2052-TCUA

NEW! Pound Cake
Discover how to take a basic quick pound cake recipe and transform it into lemon, spice, peanut butter and chocolate pound cake.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Bakeshoppe
Aug. 4  T  6-8:30 p.m.  $39
LIVE Online, Zoom  Harper  LLLX-2052-TCUB

Register for Both & Save!

The Bakeshoppe: Shortcake & Pound Cake
Keyword: Bakeshoppe
July 14 & Aug. 4  T  6-8:30 p.m.  $60
LIVE Online, Zoom  Harper  LLLX-2050-TCUA

NEW! Whether You Knead It or Not: Puff Pastry
Puff pastry can be part of a dessert or main course and is great for making appetizers. Discover a quick method of making your own pastry and turn it into sweet and savory items.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Pastry
Aug. 1  S  9 a.m.-Noon  $39
LIVE Online, Zoom  Harper  LLLX-2051-TCUA

The Perfect Pie: Two Crust Fruit Pie
Discover the basics of pie crust and pastry techniques as you create a yummy summer favorite, three-fruit pie.

Bring to class: Rolling pin, pastry cloth, dish cloth and hand towel. You will be taking home a mini pie so something to transport it home in. Wear close-toed shoes.

Keyword: Pie
Sept. 19  S  9 a.m.-12:30 p.m.  $39
Lincoln, CEC, 104  Muehling  LLLX-1602-CEFA

NEW! Summertime Tarts
Summer means lighter desserts featuring fresh fruit. In this class you will make a bright and sunny lemon tart topped with fresh fruit and whipped cream. You will learn techniques that can be used year round, with many different combinations of flavors.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Tart
July 11  S  9 a.m.-Noon  $39
LIVE Online, Zoom  Harper  LLLX-0497-TCUA

New! Bake a Better Cake
A beautifully decorated cake is even more memorable if it also tastes great. We will explore different types of cakes and mixing methods. You will make two different cakes and, as a class, we will review our results and discuss which cake is best used for different purposes.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Cake
Aug. 15  S  9 a.m.-Noon  $39
LIVE Online, Zoom  Harper  LLLX-0158-TCUA

Macarons
French and fussy, macarons have a reputation for being challenging to make. In this class you will learn the techniques needed to make beautiful and delicious macarons. As a class we will make and share chocolate ganache, butter cream and pastry cream fillings.

Supply list sent approximately one week prior to class. Zoom bake with us from your kitchen.

Keyword: Macarons
July 25  S  9 a.m.-1 p.m.  $39
LIVE Online, Zoom  Harper  LLLX-0159-TCUA
NEW! Air Fryer 101
Did you know that the air fryer is one of the most versatile kitchen appliances? Join us to discover what works well in an air fryer, helpful accessories, cleaning practices and yummy recipes that you can make in your air fryer. Join the fun!

**Keyword:** Fryer

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<td>6:45-8:45 p.m.</td>
<td>Wolcott</td>
<td>$25</td>
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Katie’s Cooking Class: Knife Techniques
Expand your knowledge about different knives, their purpose, and how to keep them sharp. Katie, our culinary pro will help you discover how to safely chop and prepare different fruits and vegetables for easy consistent cooking.

**Keyword:** Knife

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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 prior to class. Zoom with us from your kitchen.

**Keyword:** Kolaches

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Kolaches & Cinnamon Twists
Learn the art of Czech baking, including how to make kolaches and cinnamon twists from a state fair first-place winner. You will learn how to make yeast dough as well as many ways to twist the dough. As a bonus, you will learn the basics of dumplings and sauerkraut.

Bring to class: one (3-quart) large bowl, hand mixer, one large mixing spoon to stir dough, paring knife, two or three large cookie sheets, and a container to transport kolaches home. Please wear close-toed shoes.

**Keyword:** Kolaches

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DNA Tells a Story
Whether you’ve taken a DNA test or are considering one, DNA can help you with your genealogy when you review the paper trail ends. Learn more about how genetic genealogy can enhance traditional research methods, solve family mysteries and take you on the next steps in your genealogical journey. When a lack of records or uncertainty about ancestral lineage has you stumped, DNA always tells the truth.

DNA testing is the tool that belongs in every genealogist’s toolkit.

**Keyword:** DNA

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<td>10:30 a.m.-Noon</td>
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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

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<td>Aug. 25-Sept. 8</td>
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Payment is due at time of registration for all non-credit classes.
NEW! Industrial Hemp Day Camp

Since the 2019 Legislature passed into law the farm bill which would allow hemp farming in Nebraska acreage owners and home gardeners are asking a lot of questions about hemp. This day camp will provide an overview of hemp production that is intended to better prepare students for their first grow and provide a comprehensive understanding of how to start growing hemp and overview of the labor involved. Topics covered will include plant diseases, pests, growing healthy plants, viewing of seedlings and plants in different stages, grow shelters, water and fertilizer, seed choices for Nebraska, soil and health amendments, harvesting/drying and potential markets.

Upon registration you will be sent a map and driving directions to Bohemian Hills CBD, LLC. Plan on bringing a sack lunch (refrigerator will be available for your use). Dress appropriately for outdoors.

**NEW! Hydroponic Garden**

Hydroponics is a form of gardening that uses no soil, but instead grows plants in a solution of water and nutrients. It is a clean method that can be used indoor or out. Garden all year round or use it to get your seeds started. Come learn how to get your hydroponic garden started.

**Practice Knowledge for the Home Landscaper**

We will examine a wide range of subjects, including landscape design, choosing the right plants for your yard, mulch vs. rock, landscape border edging options (including the construction of short retaining walls), landscape bed preparation, and basic lawn care.

**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.

**Easy Rightsizeing**

Are you ready to simplify your life? Learn to rightsize your belongings so that you can keep the best, let go of the rest, and live your best life now. Students will learn how to de-clutter several areas of their home and get great ideas on how to deal with keepsake items.

**Painting Rustic Autumn Signs**

See page 26 for more information.
Languages

Note: These classes are conversational in nature. These are non-credit and will not transfer to any credit program.

Spanish for Adult & Child
Have fun and learn a new way to communicate with your child. This is an introduction to the Spanish language designed for adults and children to take together. Students will learn simple vocabulary such as day-to-day greetings, numbers, colors, and days of the week. This class is appropriate for children ages 7-12.

Only adult must register and pay tuition to attend this class.

Keyword: Spanish
July 16-Aug. 13
6:30-7:30 p.m.
$39
LIVE Online, Zoom
B8B8X-1682-TCUA

Beginning Spanish
This is a class for the beginner who has little or no prior knowledge of the Spanish language.

Required book can be purchased at the SCC Campus Store or online at www.sccbookstore.com. (“Practice Makes Perfect” (2nd edition) by Dorothy Richmond).

Keyword: Spanish
July 14-Sept. 1
6:30-8:30 p.m.
$80
LIVE Online, Zoom
Clay B8B8X-1002-TCUA

Sign Language 1
This is an introductory course for adults who want to learn American Sign Language at a conversational level. This course includes information on deaf culture, an integral component of ASL.

Required book to be purchased in SCC Campus Store or online at www.sccbookstore.com. Makes Perfect” (2nd edition) by Dorothy Lightner.

Keyword: Sign
July 11-Aug. 8
10:30-11:30 a.m.
$89
LIVE Online, Zoom
Clinard SIGN-3031-TCUA

Mind & Body

Meet, Eat & Learn: Importance of Being Mindful of Your Emotions
The best way to become more accepting of your feelings, moods, images or thoughts is to practice mindfulness. Mindfulness improves well-being and contributes to a more satisfied life. Being mindful makes life more pleasurable and creates a greater capacity to deal with unfortunate events.

Provided by Nikki Lightner, LIMHP, LADC, Wellness Specialist at Bryan Health. A light lunch is included!

Keyword: Emotions
Aug. 27
11:30 a.m.-12:30 p.m.
$15
NE City, NCLC, 101
Lightner AREA-6672-NCFA

Relaxation Techniques
Relaxation techniques are a great way to help with stress management. It is about unwinding and shaking off tensions and anxieties. No one can avoid all stress, but you can counteract its effects by learning how to produce the relaxation response, a state of deep rest that is the opposite of the stress response. Discover relaxation techniques and skills that are low cost, pose little risk and can be done nearly anywhere.

Note: No class Aug. 27 and Sept. 1.

Keyword: Relax
Aug. 25-Sept. 17
6:30-8 p.m.
$59
Lincoln, CEC, 304
Marsh L88LX-0582-CEFA

Forest Bathing
Forest Bathing, or Shinrin-yoku, is the Japanese practice of going to the forest to receive mental and physical healing. It has been shown to reduce anger, anxiety, depression and sleeplessness. Forest plants emit essential wood oils and airborne chemicals to protect themselves from insects and decay. These aromas benefit humans as well. Join us at Prairie Pines Nature Preserve to participate in gently guided activities that engage your five senses.

This is not a hike. Directions to Site: See page 48 for class location.

Keyword: Forest
Sept. 20
1:30-3 p.m.
$15
Lincoln, PNP
Kohles L88LX-1242-OBFA

A 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
Aug. 22 & 29
10:30-11:30 a.m.
$19
LIVE Online, Zoom
Blackwell AREA-6685-TCUA

Space is limited. Register today!

Courses are subject to change.
NEW! Energize Your Body, Mind & Spirit

Join us for an informative and relaxing morning as we explore the interconnections between Body, Mind and Spirit. A mini retreat designed with those caring for others in mind or for anyone who just needs a day to relax. Topics include: supplements; the good, the bad and the ugly; meditation 101; and creativity and the brain.


Old Fashioned Soap Making

Discover how to make healthy handmade soap from scratch. You will learn basic soap-making 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.

Supply list sent approximately one week prior to class. Product sales will not be a part of this class.

New! Tired of Cable TV, Dish or Direct TV? Cut the Cord!

If you’ve been thinking about changing how you watch TV, or just interested in a new option, this class is for you. We’ll look at all of the streaming services available to you to help you make a choice if you want to move to this new era of watching “TV” and other media content. We will cover Hulu Live, YouTubeTV, AppleTV+, Sony Vue, Netflix, and others.

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.

Extreme Retirement Planning

Learn how to determine when you can afford to quit working and what your sources of income will be in retirement. This practical course will emphasize planning for your future with hands-on, in-class assignments using real-life examples of life-after-work situations.

Retirement planning workbooks will be provided for each person/couple enrolling in this series. If enrolling in the Couples course, please complete a registration form for both participants.

Welcome to Medicare

See page 34 for more information.

Payment is due at time of registration for all non-credit classes.

Space is limited. Register today!

Looking for classes in your area? See pages 50-53 for the Course List by Region.

Location Key is on page 48.
College Tuition Planning
It’s college application time! Preparing for this journey should be fun, but then there is the financial reality. Discover the various ways to plan to pay for college. Gain an understanding of current college cost, future trends and discuss strategies on how to pay for college by exploring various types of accounts available in the market to use to save for college. Discussion of the financial aid application will be included.

Keyword: Tuition
Aug. 20 Th 6-9 p.m. $39
LIVE Online, Zoom AREA-7078-TCUA

Music

Beginning Handbells
This is a hands-on class for the beginning bell ringer. Discover how to read music and ring a variety of basic ringing techniques. We will put it all together to polish a song to performance quality. No prior experience with hand bells or music is necessary. Ringing level 1 and 2 music.

Keyword: Handbells
Sept. 14-28 M 6:30-8 p.m. $49
Lincoln, PIED Hawkins LLLX-1398-OCFA

Beginning Guitar
Learn proper tuning methods, strumming techniques and fundamental chord progressions in this introductory course for a variety of music interests like folk, country and popular songs.

Please bring your guitar and plan to practice between classes. NOTE: No class Sept. 7.

Keyword: Guitar
Aug. 31-Oct. 26 M 5:30-6:30 p.m. $69
Plattsmouth, PLCC, 106 Wampler AREA-7571-PLFA
Aug. 31-Oct. 26 M 7:30-8:30 p.m. $60
NE City, NCLC, 101 Wampler AREA-7571-NCFA

Intro to the Ukulele
This is an introductory class for the beginning student. Students will learn proper tuning methods and technique for playing the instrument. You also will learn chords and strums associated with using the ukulele as an accompaniment instrument.

If you don’t have a ukulele, they’re available at Dietze Music and other music shops. Starting price is approximately $45. Space is limited. Zoom strum with us.

Keyword: Ukulele
July 20-Aug. 12 M, W 7-8 p.m. $60
LIVE Online, Zoom Erb LLLX-1400-TCUA

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
Sept. 16-30 W 6-8 p.m. $40
Wahoo, WHLC, 102 Waters AREA-7518-WHFA

Healthy Harmonica
Breathing is our foundation when playing the harmonica. We will take simple pop, folk and blues melodies and rhythms and invigorate them with easy, but powerful breathing techniques to make any song deeply expressive. No previous ability to play or read music, only a desire to have fun and feel more alive!

You will need a “C” major diatonic harmonica which you may purchase from the instructor for $12.50 (cash please) if you do not have one.

Keyword: Harmonica
Oct. 5 M 6-7:30 p.m. $35
Lincoln, CEC, Aud Broida LLLX-0931-CEFA

Beginning Blues Harmonica
This class will get you jammin’ the blues immediately! We will focus on having fun as we learn all the tricks and techniques to make the harmonica cry, laugh, moan and wail! No previous harmonica experience required, only a love of the blues.

You will need a “C” major diatonic harmonica which you may purchase from the instructor for $12.50 (cash please) if you do not have one.

Keyword: Harmonica
Oct. 5 M 7:45-9:30 p.m. $40
Lincoln, CEC, Aud Broida LLLX-0932-CEFA

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 registering, a SCC 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-BAEA

Dance Classes
See page 33 for more information.

Performing Arts

FREE TRAINING
For information on financial assistance options, visit www.southeast.edu/cefnnissa.

Poetry ABCs
Poetry is one way of using language to express thoughts and feelings. Discover style, cadence, punctuation and grammar as we explore the ABCs of poetry through readings, oral presentations and our personal writings. The things you learn in this class will be useful in any beginning writing course.

Bring paper and pencil or a charged PC along with a dose of curiosity and interest.

Keyword: Poetry
Sept. 10-24 Th 6-7 p.m. $29 Plattsmouth, PLCC, 101 Farmer AREA-9029-PLFA

Dialogs

Register for Both & Save $10!

Keyword: Harmonica
Oct. 5 M 6-9:30 p.m. $65
Lincoln, CEC, Aud Broida LLLX-0933-CEFA

Personal Development

NEW! How to Spot Fake News
Learn ways to fact check the news. Drawing a distinction between fake and real news shouldn’t be so hard for the consumer. This class will provide tips for sorting out the truthful from the troublesome.

NOTE: Class is live-streamed from Plattsmouth.

Keyword: News
Sept. 10-24 Th 9:30-11 a.m. $10
Tilson $10
Hebron, HNLC AREA-6678-HNFA
NE City, NCLC, 102 AREA-6678-NCFD
Plattsmouth, PLCC, 102 AREA-6678-PLFA
Wahoo, WHLC, 102 AREA-6678-WHFA

Sept. 10-24 Th 6:30-8 p.m. $10
Hebron, HNLC AREA-6678-HNFA
NE City, NCLC, 102 AREA-6678-NCFD
Plattsmouth, PLCC, 102 AREA-6678-PLFA
Wahoo, WHLC, 102 AREA-6678-WHFA
Awakening to Your Dreams
Curious about your dreams and what they mean? In this class you'll explore the language of your own dreams to understand their messages for you and how they can help guide you in your daily waking life.
Bring at least one dream that you would be willing to share, no matter how long or short, to the first class.

**Keyword: Dream**

**Aug. 26-Sept. 9**
M 6-7:30 p.m.
Lincoln, 404
Monroe, 2024-TCUA

Introducing 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.

NOTE: September class is live-streamed from York.

**Keyword: Podcasting**

**June 1**
M 6-9 p.m.
LIVE Online, Zoom
Roush, 1405-TCUB

NEW! Activate Your Marketing Plan
See page 7 for more information.

NEW! Getting Ready to Start My Business
See page 8 for more information.

NEW! Treasure Hunting 101
See page 34 for more information.

Driver Education Instructor Training
See page 45 for more information.

Welcome to Medicare
See page 34 for more information.

The Power You Have, The Power You Give
See page 35 for more information.

Payment is due at time of registration for all non-credit classes.

LETS DO LUNCH SERIES

Bringing your lunch and learn something new! Check out this new series featuring something for everyone!

**NEW! Let's Do Lunch: How to Use Zoom**
You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

**Keyword: Lunch**

**July 22**
W Noon-1 p.m.
LIVE Online, Zoom
AREA-6665-TCUA

**NEW! Let's Do Lunch: Host a Meeting on Zoom**
Collaborate with your team virtually and learn how to Host a meeting on Zoom.

**Keyword: Lunch**

**Aug. 19**
W Noon-1 p.m.
LIVE Online, Zoom
AREA-6665-TCUA

**NEW! Let's Do Lunch Series: Vacation Planning**
Learn tips on planning your dream vacation.

**Keyword: Lunch**

**Sept. 22**
T Noon-1 p.m.
Falls City, 102
AREA-6665-FCFA

PHOTOGRAPHY

Understanding White Balance (Color Correction)
Prerequisite: Photography I and Photography II preferred
Learn about color temperature and white balance settings on your camera and how to use them.
Plan on assignment given first class, critique second class. Bring your camera to class.

**Keyword: Balance**

**July 22**
W Noon-1 p.m.
Nebraska City, 102
AREA-6665-TCUB

Beginner Self-Publishing
Do you love to write but don't know where to start when it comes to getting your work published? Learn some simple steps to getting your written works out for the world to see. This can be done for free by publishing online. If you want to see and hold your book, some basic information will be provided on how to accomplish this at a reasonable cost. Gain the confidence you need to start or finish your book and get it self-published.
This class is offered LIVE Online and connection information will be emailed five days prior to class.

**Keyword: Publishing**

**Aug. 13**
Th 12:30-2 p.m.
Maple, 1830-TCUA

Jump Start Writing Your Life Story
Get a jump-start on writing your life story with guidance from the instructor along with multiple handouts. Instructor will lead you in a fun, supportive process. Bring pen and paper and start writing your story for your family and friends.

**Keyword: Story**

**Sept. 10**
Th 9 a.m.-Noon
Lincoln, 404
Poppe, 1783-CEFA

Vision Board Venturing: Living Your Best Life, Health & Wellness Vision Board
A great way to achieve your goals is to document them and envision yourself completing them. Create a vision board that will help motivate you this year!
Bring to class an 11- by 14-inch board, with information on where to purchase available one week prior to class. There is a $10 supply fee payable to the instructor in class, which covers the cost of the “Self-Discovery Workbook” and supplies for the board. Cash or check only for supplies.

**Keyword: Vision**

**Sept. 10**
Th 4:30-7:30 p.m.
Falls City, 102
AREA-6665-FCFA

NEW! Energize Your Body, Mind & Spirit
See page 40 for more information.

NEW! Gratitude, Gimmicks & Going the Extra Mile
See page 34 for more information.

Photography II preferred
Visit www.southeast.edu/cefinassist for information on financial assistance options.
Defensive Bridge Strategies

Playing bridge is a combination of skill, luck and communication. As defenders, you and your partner must give each other as much information as possible to defeat the contract. This class offered via zoom from the comfort of your own home. It is designed for any bridge player who has completed a minimum of beginning bridge. Topics include opening leads, second and third hand play, attitude and suit preference signals, and general defensive tips.

**Keyword: Bridge**

July 13-Aug. 12 M, W, F 4:30-5:30 p.m. $69
LIVE Online, Zoom
Kepler LLLX-0429-TCUA

NEW! Cardio Circuit

Combine continuous cardio with full-body strength training. This workout will burn serious calories and tone you up!

Wear comfortable clothing, suitable for working out.

**Keyword: Cardio**

Sept. 2-23 M, W, F 8:30-9:30 a.m. $59
NE City, AWC, Group X DeBuhr AREA-8726-NCFA

Morning Mix-Up

Need a kick to wake up in the morning? This is a total-body workout consisting of strength stations, HIIT, cycling, yoga, suspension training and more.

Dress in appropriate attire: loose, comfortable clothing and comfortable shoes.

**Keyword: Mix-Up**

Sept. 2-23 M, W, F 5:30-6:30 a.m. $59
NE City, AWC, Group X Barr AREA-8722-NCFA

NEW! Body Sculpting: Butts & Guts

Join our special focus class just for your lower body! This workout routine is designed to help shape and tone belly and buttocks muscles, along with increasing lower body strength, burning fat and building lean muscle. You will learn how to utilize proper form to avoid injury and gain results.

Students should wear workout attire (comfortable pants/shirt/tennis shoes) and bring water and a towel (optional.)

**Keyword: Sculpting**

Sept. 3-24 Th 6-7 p.m. $31
Wahoo, WHLC, 101waters AREA-8505-WHFA

Space is limited. Register today!

**LOOKING FOR CLASSES IN YOUR AREA?**
See pages 50-53 for the Course List by Region.

**LOCATION KEY** is on page 48.

Courses are subject to change.
**YOGA CLASSES**

It’s time to roll out your yoga mat and discover the combination of physical and mental exercises. Whether you are young or old, yoga has the power to calm the mind and strengthen the body. Don’t be intimidated by yoga terminology, fancy yoga studios and complicated poses. Yoga is for everyone.

Wear comfortable clothing. Bring a thick towel or yoga mat to class. Chose a location and class to fit your needs.

**Yoga I**
- Prerequisite: Fundamentals of Yoga (LLLX-1701)
- This is a continuation of the fundamentals class.
- **Keyword:** Yoga
- **Aug. 31-Sept. 23**
  - M, W 7:30-8:30 p.m.
  - Lincoln, HITCH
  - Ogden
- **Sept. 1-24**
  - M, W 6:30-7:30 p.m.
  - Ogden
  - LLLLX-1744-OCFA
- **Prerequisite:** Introduction to Pilates (LLLX-1755)
- **A continuation of Yoga I.**

**Yoga for Beginners**
- Yoga mats, straps and blocks will be provided. **NOTE:** No class Sept. 5.
- **Keyword:** Yoga
- **Aug. 29-Oct. 5**
  - Wahoo, WHLC, 101
  - Blackwell
  - AREA-8558-WHUC

**Grow with Yoga**
- Yoga mats, straps and blocks will be provided.
- **Keyword:** Yoga
- **Aug. 25-Sept. 22**
  - T, Th 6:30-7:30 p.m.
  - Wahoo, WHLC, 101
  - Blackwell
  - AREA-8559-WHFA

**T’ai Chi for Beginners**
- If you’re looking for a way to reduce stress, consider Tai Chi. Originally developed for self-defense, Tai Chi has evolved into a graceful form of exercise that’s now used for stress reduction and a variety of other health conditions. Often described as meditation in motion, Tai Chi promotes serenity through gentle, flowing movements.
- **Keyword:** Chi
- **Aug. 24-Sept. 14**
  - M, W 6:30-7:30 p.m.
  - Lincoln, CEC, 302
  - Marsh
  - LLLLX-1712-CEFA

**Gentle Yoga**
- Chair, standing or mat positions.
- **Keyword:** Yoga
- **Aug. 31-Oct. 5**
  - M 9-10 a.m.
  - Beatrice, FLOW
  - Schroller
  - BBBX-1538-BEFA

**Yoga & Pilates**
- All experience levels welcome.
- **Keyword:** Yoga
- **Aug. 31-Oct. 5**
  - M 5:30-6:30 p.m.
  - Beatrice, JAC, Conf. Rm
  - Schroller
  - BBBX-1538-BEFA

**Continuing Pilates**
- Prerequisite: Introduction to Pilates (LLLX-1523) or instructor permission
- Focus on adding new exercises in mat work. Challenge your core strength, endurance and flexibility.
- Instructor is certified in Stott Pilates.
- Wear comfortable clothing and bring a thick towel to class. Note: This is not a beginning class.
- **Keyword:** Pilates
- **Aug. 31-Sept. 23**
  - M, W 6:15-7:15 p.m.
  - Lincoln, HITCH
  - Ogden
  - LLLLX-1709-OCFA

**Serenity through gentle, flowing movements.**

**NOTE:** No class Sept. 7.

**Irish Social Dance**
- (Ages 7 and up)
- **June 8-July 15**
  - Online
  - Segner
  - AREA-6399-WBUB
- **July 15-Sept. 4**
  - Online
  - Segner
  - AREA-6399-WBUC

**Irish Step Dance**
- (Ages 12 and up)
- **July 15-Sept. 4**
  - Live Online, Zoom
  - Segner
  - AREA-6399-WBUC
  - **Keyword:** Babysitting
  - **June 8-July 15**
    - $29
  - **July 15-Sept. 4**
    - $29

**NEW! Art Camp: Dandy, Daring & Dynamic 3D Art Exploration!**
- (For teens to adults!)
- **See page 33 for more information.**

**Spanish for Adult & Child**
- (Ages 8-12)
- **See page 39 for more information.**
**Driver Education & Safety**

**Driver Education**

Instruction consists of online lecture and behind-the-wheel training that meets separately. Participation in an orientation is required before each class. Orientations will be held on dates listed below via Zoom. A Zoom link will be sent to the student's email one week prior to the orientation. Student must have a school or learner's permit and complete both the online lecture and driving to be eligible for documentation for the Provisional Operator's Permit and/or insurance requirements.

**Required Orientation**
- **Thurs., June 25**
- **Thurs., June 9**
- **Thurs., June 16**
- **Thurs., July 23**
- **Thurs., Aug. 27**

SCC is actively monitoring updates and making decisions based on recommendations from the Centers for Disease Control and Prevention, as well as local and state health authorities, concerning the outbreak of COVID-19 (Coronavirus). The health and safety of the College community is of high importance, and SCC plays an important role in slowing the spread of the virus. SCC Continuing Education is working on drive lab schedules that follow recommended safety practices. Details regarding requirements will be emailed to students at least two weeks in advance. Classes are subject to change, based on current local and state guidelines.

*(2.6 CEUs) For a detailed brochure, complete with Driver Education & Safety classes for 2020, contact us at continuinged@southeast.edu, 402-437-2700 or 800-828-0072. NOTE: Attendance is critical to the student's success. Each class and lab must be attended as scheduled. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

**Lincoln SCC**

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<th>Instructor</th>
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**Beatrice SCC**

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**Lincoln Drive Lab Schedule**

**July & August Sections:** Drive lab meets one hour every day Monday through Saturday for one week only. Starting times offered are: 7:15 a.m., 8:30 a.m., 9:45 a.m., 11 a.m., 12:15 p.m., 1:30 p.m., 2:45 p.m., 4 p.m., 5:15 p.m. or 6:30 p.m.

**September Sections:** Drive lab meets once a week for six weeks, Monday through Friday, with a starting time of 3:30 or 5:45 p.m. The student could possibly attend the first drive lab before the first lecture meets. The drive lab continues one week past the completion of lecture.

**Payment is due at time of registration for all non-credit classes.**

Courses are subject to change.
Traffic Safety & Licensing

Smart Drivers!
This is an eight-hour comprehensive course applying fundamental traffic laws and increasing driver awareness. Nebraska 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 in class.

Motorcycle Safety: Beginning Riders Course
Prerequisites: You must be at least 16 and able to balance and ride a bicycle. If you are age 16 and 17, a waiver must be signed by a parent or guardian. Failure to provide will disqualify participation in class, and a refund will not be available.

This 18-hour course is intended for beginning riders age 16 or older and is designed to teach safe motorcycle operation.

Lecture presentations occur online and at a physical location. The eCourse requires you to have access to high-speed internet with Adobe Flash Player. Ideally, the eCourse is successfully completed one week prior to the hands-on training component. Please include your personal email address on the registration form. Approximately one week after you register, an email and letter will be sent with instructions on how to access the eCourse.

(1.8 CEUs) You must successfully complete the online eCourse and the written and driving exams to receive documentation for the motorcycle endorsement. You will provide your own protective riding apparel, including Department of Transportation-approved helmet and eye protection, over-the-ankle footwear, long-sleeve shirt or jacket, long non-flare denim pants or equivalent, and full-fingered gloves, preferably leather.

In addition to the lecture component, the course includes the beginning riders’ hands-on training component. This 10-hour component occurs on the SCC campuses and involves both lecture and hands-on training.

Courses are subject to change.

Credit Classes Offered at All Learning Centers

Are you thinking of starting college?

Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?

Are you a high school student who would like to complete college General Education credit classes?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

Do you want to take a credit class that isn't scheduled for your Learning Center?

SCC received a USDA rural development grant which included robots. The robots enable students in the Learning Center service area to attend class on one of the SCC campuses via robot. The student would initially be in the Learning Center to operate the robot, which would be driven from its campus home to the class. The robot is operated by the student via a computer using a few keys. The robots being used are from Double Robot. Contact your Learning Center staff if you would like to register to take a class by robot.

For Credit Class Schedule, visit www.southeast.edu/classschedules.

Looking for Classes in Your Area?
See pages 50-53 for the Course List by Region.

Location Key is on page 48.

Don’t Miss SCC Discovery Days!

SCC Discovery Days will give you the opportunity to experience SCC first-hand and discover for yourself what students and alumni love about Southeast Community College! During SCC Discovery Days, you’ll receive answers to your questions about a variety of topics, including our Programs of Study, how to pay for college, support services, housing, and activities. You also will take a campus tour. There is no cost to attend, and lunch is provided!

For more information, dates or to register, visit www.southeast.edu/discoverssc.
Connection to SCC Services
The Learning Center staff are available to assist in making connections via phone or video with SCC services. In person meetings at the Learning Center also may be arranged.

- Admissions
- Advising
- Testing
- Financial Aid
- Registration
- Disability Services
- Career Services
- Academic Support
- Services
- Transition scores
- Student Success
- Tutoring

Placement Testing: ACCUPLACER®
ACCUPLACER® is one of the course placement tests utilized by SCC and other Nebraska community colleges. The test determines academic readiness for math and English courses.

Each of the SCC campuses and Learning Centers provides the first ACCUPLACER® test to individuals at no cost. Anyone desiring to take the ACCUPLACER® again will be charged $15.

Proctor Tests
The Learning Center staff proctor tests set up by SCC faculty for students in their class for free. Proctoring tests for other colleges is $25 per test.

Transitions Lab
Do you feel overwhelmed by the thought of going to college? Would you like to return to college but don’t know where to start? Has it been awhile since you took a math class? Do you need help with computers and technology? Do you need to learn study skills? Do you have test anxiety? Would you like to review your reading, writing and math skills? The SCC Transitions Lab and advisors provide advising support and study resources to students.

Contact your Learning Center coordinator to schedule an appointment with a Transitions advisor or find out the next time one will be at your Learning Center.

Need a Place to Study?
Contact the Learning Center in your area to schedule a time to study.

- Falls City: Call 402-323-3396
  Email hcarr@southeast.edu
- NE City: Call 402-323-3636
  Email cmevyer@southeast.edu
- Wahoo: Call 402-323-5580
  Email dkerwin-kubr@southeast.edu

Job Enhancement Scholarship
Take advantage of this amazing opportunity to improve your employability, increase your value to your employer or simply learn a new skill that you can put to use while on the job! If approved and funds are available, the scholarship will award 75 percent of the tuition!

Anyone who lives in Nebraska City (68410) zip code and can explain how the class will enhance and improve their job-related skills is encouraged to apply.

Contact the Learning Center at Nebraska City for more information. See page 49 for contact information.

Share Your Knowledge/Experience
SCC is always looking for new instructors and courses to offer. If you possess expertise and experience in a subject area or are willing to share your favorite hobby, then please stop by and visit with your local Learning Center coordinator about becoming an adjunct instructor!

Do you need help with your business or business idea?

The Focus Suites at Southeast Community College is 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 already celebrated many milestones. We offer a variety of services and resources to help entrepreneurs including office space, coaching and networking opportunities.

- 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
  - Supportive, collaborative community culture
  - Flexible leases and affordable rental rates
  - Free parking and high-speed internet
  - Shared Collaboration Room

Entrepreneurs needing office space a few hours a week can take advantage of the Suite Spot, our private office dedicated for drop-in hours. Perfect for making phone calls, meeting clients, or collaborating with our Focus Suites community. The Suite Spot is a great place to get focused and do business, for real.

- $5 per hour
- Private office for drop-in work hours
- Free parking and high-speed internet
- Available Monday-Friday, 8 a.m.-5 p.m.
- Convenient, online scheduling

Perk Up Thursdays
Join us Thursday mornings at 10 a.m. for relaxed networking. Each week a featured speaker shares their business experiences. Perk Up Thursday events are open to the public and attendees range from aspiring entrepreneurs and current business owners to resource providers.

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

Can’t attend a coffee? No worries, you can view them at your convenience on our YouTube Channel!

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.

$149 for a package of 3 sessions

Examples of tools/topics:
- How to apply your StrengthsFinder Assessment results to your life and business
- Business Model Canvas (to start a business or to make business decisions in an existing business)
- Jobs, Pains & Gains approach to understanding target market
- Systems creation and tools
- Marketing strategies

To reserve the Suite Spot, schedule your free coaching appointment, or check out our spotlight speakers from Perk Up Thursday, visit www.southeast.edu/entrepreneurship or follow the Focus Suites on Facebook© and Twitter.
**Beatrice**
- **BAGC** (SSC Agriculture Center), one mile south of the SCC Beatrice Campus on Highway 136.
- **FLOW** (Flowing Springs), 2211 Sunset Drive.

**Southeast Community College**
- Beatrice Campus, 4771 W. Scott Road.
- **FOR** (Ford Hall).
- **JAC** (Jackson Hall).
- **KEN** (Kennedy Center).
- **TRU** (Truman Center).

**Crete**
- **CREH** (Crete High School), 1750 Iris Ave.

**Deshler**
- **DESH** (Deshler High School), 1402 Third St.

**Falls City**
- **FCLC** (Learning Center at Falls City), 3200 Bill Schock Blvd.

**Hebron**
- **HNLC** (Learning Center at Hebron), 610 Jefferson Ave.

**Lincoln**
- **CEC** (Jack J. Huck Continuing Education Center), 301 S. 68th St. Place.
- **EHS** (East High School), 1000 S. 70th St.
- **EPCH** (Eastridge Presbyterian Church), 1135 Eastridge Drive.
- **HTCH** (Holy Trinity Church), 6001 A St. (Enter west parking lot at traffic signal, use south door and go to lower level.)
- **KELN** (Kenl Inn), 10241 E. Old Cheney Road (1 1/4 mile east of 84th and Old Cheney).

**Louisville**
- **SHSH** (Simply Home Sweet Home Studio), 8980 Raven Drive.

**Milford**
- **SCEC** (Southeast Community College, Milford Campus), 600 State St.
- **DNLP** (G. Alan Dunlap Center).
- **ETC** (Eicher Technical Center).

**Nebraska City**
- **AWC** (Ambassador Wellness Center), 1240 N. 19th.

**Plattsmouth**
- **FKHM** (Fork and Hammer), 546 Main St.
- **PLLC** (Learning Center at Plattsmouth), 537 Main St.
- **SER** (Serenity Yoga & Wellness), 546 Avenue A, Suite 5.

**Wahoo**
- **WHLC** (Learning Center at Wahoo), 536 N. Broadway St.

**Waverly**
- **AVC** (Waverly Intermediate School), 4621 Heywood St.

**York**
- **YKLC** (Learning Center at York), 3130 Holen Ave. (Inside the Holthus Convention Center).
- **YMS** (York Middle School), 1730 N. Delaware Ave.

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See Desc. ....... The course description will give the class location.

**TBA** ............. To Be Announced.
SCC Building Locations / How May We Assist You?

Admissions
Beatrice.......................... 402-228-8214
Lincoln............................ 402-437-2600
Milford............................ 402-761-8243
Email: Admissions@southeast.edu

Campus Store
Beatrice.......................... 402-228-8267
Lincoln............................ 402-437-2560
Milford............................ 402-761-8214
Website: sccbookstore.com

Campus Tours
Beatrice.......................... 402-228-8252
Lincoln............................ 402-437-2600
Milford............................ 402-761-8243

Career Advising
Beatrice.......................... 402-228-8242
Lincoln............................ 402-437-2620
Milford............................ 402-761-8202

Continuing Education
Lincoln........................... 402-437-2700, 800-828-0072
Email: continuinged@southeast.edu

Entrepreneurship Center
Lincoln.............................. 402-323-3383

Financial Aid
All campuses............................. 402-437-2610
Email: FinancialAid@southeast.edu

Learning Centers
Falls City............................ 800-828-0072, ext. 3396
Hebron.............................. 800-828-0072, ext. 5591
Nebraska City...................... 800-828-0072, ext. 3636
Plattsmouth....................... 800-828-0072, ext. 2298
Wahoo.............................. 800-828-0072, ext. 5581
York................................. 800-828-0072, ext. 3634

Canvas Support
All campuses............................. 402-437-2447
Email: HelpDesk@southeast.edu

Parents of All Ages Program (POAA)
Beatrice............................. 402-228-3468, ext. 1350

Placement (graduates)
Beatrice............................. 402-228-8216
Lincoln............................. 402-437-2622
Milford............................. 402-761-8242

Registration/Records
All campuses............................. 402-437-2605
Email: Registration@southeast.edu

Student Accounts (Cashier/Tuition)
All campuses............................. 402-437-2669

Student Services
Beatrice............................. 402-228-8210
Lincoln............................. 402-437-2799
Milford............................. 402-761-8243

Veterans Services
All................................. 402-437-2668
Course List by Region

ONLINE
15th Annual Nebraska Cyber Security Conference .................. 20
Abuse & Neglect Prevention for Nursing Assistants .............. 17
Accounting for Business Owners .................................... 7
Accounting Fundamentals Series (Ed2Go) .............................. 24
Acrylic Painting:
Hydrangea ........................................................................ 29
Sunflower ........................................................................... 29
NEW! Air Fryer 101 ................................................................ 37
Apple ID, iCloud & Photo Management with Photos for Mac .... 19
Art Camp:
NEW! Dandy, Daring & Dynamic 3D Art Exploration! for Ages 11-18 .... 28
NEW! Draw What You See—Realistic Drawing for Teens to Adults! ... 28
NEW! Don’t Junk It Journal for Teens to Adults! ...................... 28
NEW! POP Paper Art for Ages 11-18 .................................... 28
Babysitting 101 for Ages 10-14 ............................................. 44
NEW! Bake a Better Cake ..................................................... 36
Bakeshoppe, The:
NEW! Pound Cake ............................................................. 36
NEW! Shortcake ................................................................... 36
Beauty of Watercolor, The .................................................... 30
Beginner Self-Publishing ...................................................... 42
Beginning Knitting ............................................................... 32
Beginning Spanish ............................................................... 39
Building a Website Level I ................................................... 23
Building a Website Level II .................................................. 23
Certificate in Structured Query Language (SQL) (UGotClass) ........ 24
College Tuition Planning ...................................................... 41
Co-Parenting: Working Together for Your Children (Online) .... 34
Data Analysis Certificate (UGotClass) .................................. 24
Defensive Bridge Strategies .................................................. 43
DNA Tells a Story ................................................................. 37
End-of-Life Care: A New Approach to Difficult Conversations ... 16
Excel 2016:
Basic .............................................................................. 22
Intermediate ................................................................. 22
NEW! Farmhouse Wreaths ................................................... 28
First-Rate Bridge Conventions & Competitive Bidding .......... 43
Flowering Cupcakes .......................................................... 37
Food Protection Manager Online Class ............................... 37
Four-Hour STOP Class ....................................................... 45
NEW! Gratitude, Gimmicks & Going the Extra Mile .............. 34
Hack Your Way to Security (Ed2Go) .................................... 24
Handmade Greeting Cards ................................................. 30
I Don’t Need a Will, I’m Only 30 .......................................... 40
Intravenous Therapy:
Current Standards of Practice 1 ...................................... 16
Intro to the Ukulele ............................................................ 41
NEW! Introduction to Business Acumen .............................. 9
Introduction to Crystal Reports (Ed2Go) .............................. 24
Introduction to Podcasting ................................................. 42
Introduction to Python 2.5 Programming (Ed2Go) ................. 24
Katie’s Cooking Class: Knife Techniques ............................ 37
Learn to Crochet ............................................................... 32
NEW! Let’s Do Lunch:
Host a Meeting on Zoom .................................................. 42
How to Use Zoom ............................................................ 42
Level 2 Co-Parenting:
Working Together for Your Children ............................... 34
LinkedIn® for Business: Basic .............................................. 8
Macarons ........................................................................... 36
Old Fashioned Soap Making .............................................. 40
Online Buying & Selling ..................................................... 20
Organize Your Home (AKA Keep It or Toss It) ....................... 38
NEW! Passwords, Logins, IDs—OH MY! ............................. 20
Pictures Galore, Organizing & More! ................................. 30
Planning a Funeral ............................................................. 35
Power You Have, The Power You Give, The ......................... 35
Project Management Certificate (UGotClass) ....................... 24
QuickBooks 2019:
Basic .............................................................................. 6
Intermediate ................................................................. 6
QuickBooks 2019 Series (Ed2Go) ......................................... 24
NEW! Resin & Clay Jewelry ................................................ 32
RN/LPN Refresher ............................................................. 17
Scratch 3.0: Imagine, Program, Share for Ages 10-13 ............ 44
Sign Exact English 1 .......................................................... 39
Sign Exact English 1.5 ......................................................... 39
Sign Exact English 2 .......................................................... 39
NEW! Sign Exact English: Medical Focus ......................... 39
Smart Drivers! ................................................................. 46
Smartphone Basics: iPhone ................................................. 19
Social Media for Business Certificate (UGotClass) ............... 24
Social Security 101: Understanding This Retirement Benefit ... 40
Soldering 101: Understanding This Retirement Benefit ........... 40
Spanish for Adult & Child .................................................... 39
SQL Series (Ed2Go) ........................................................... 24
NEW! Summertime Tarts ..................................................... 36
NEW! Sumptuous Summer Floral Basket ....................... 35
Tips & Tricks with Your New iPhone or iPad ......................... 19
NEW! Tired of Cable TV, Dish or Direct TV?
Cut the Cord! ................................................................. 40
Tool Box for Meditation, A ................................................. 39
NEW! Truly Mexican: Mexican with Summer Garden Goodness ... 35
Two Steps Beyond Beginning Bridge ................................... 43
Understanding Investing ..................................................... 40
Welcome to Medicare ...................................................... 34
NEW! Whether You Knead It or Not:
Hybrid

CPR AED Online + Skills Session .................. 14
CPR HeartCode® Basic Life Support
Online + Skills Session .................. 14
Driver Education ........................................ 45
Driver Education Instructor Training ........ 45
Intravenous Therapy: Current Standards
of Practice 2 Skills (Hybrid Course) .......... 16

Beatrice Region

www.southeast.edu/BeatriceCE

These classes are held in Beatrice
unless noted.

Adult Pottery ........................................ 27
Artificial Insemination in Cattle .............. 7
Being Radically Inclusive:
It's Not So Radical .............................. 10
Bob Ross: Desert Aglow ............................ 31
Driver Education .................................. 45
Electrical Fundamentals ....................... 11
Emotional Intelligence -
The Foundation of Lifelong Success ...... 10
Excel 2016:
Basic ........................................ 22
Intermediate ......................................... 22
Food Protection Manager Online Class .... 37
Forklift Operator ......................... 12
Gentle Yoga ......................................... 44
Intravenous Therapy: Current Standards
of Practice 2 Skills (Hybrid Course) ........ 16
Leadership Communication Boot Camp .... 9

Nothing New Trip .......................... 32
One-on-One Voice Lessons .................. 41
QuickBooks 2019:
Basic ........................................ 6
Intermediate ......................................... 6
Scrap o poly:
Dream Daze Scrapbook Retreat ............ 31
Turning Stress into Strength .................. 9
Welcome to Medicare ......................... 34
Wine, Dine & Sights in the City Trip
(Beatrice, Cortland) .................. 33
Yoga & Pilates ......................................... 44

Learning Center at
Falls City Region

www.southeast.edu/FallsCityLC

These classes are held in Falls City
unless noted.

Basic RS LOGIX 500, Allen-Bradley PLCs .... 11
Fall Junkstock Bus Trip .......................... 33
Forklift Operator .................................. 12
Gas Metal Arc Welding .......................... 13
Get Going with Google Docs ................. 20
Leadership Communication Boot Camp .... 9
Learning Windows 10 ............................ 18
NEW! Let's Do Lunch Series:
Vacation Planning ................................ 42
New Theatre Bus Trip:
Menopause the Musical ....................... 33
One-on-One Computer Training:
3 Hours ....................................... 18
One-on-One Smart Device Training .. 19
Pick the Right Medicare Drug Plan .... 34
Smartphone Basics: Android ............... 19
Welcome to Medicare ......................... 34

Lincoln Region

www.southeast.edu/continuing

These classes are held in Lincoln
unless noted.

Acrylic Class (Beginning/Intermediate) .... 29
Adobe Acrobat DC Pro ......................... 21
Adobe InDesign:
Exploring Graphic Features ................ 21
Streamlining Your Workflow ................. 21
Adobe Spark ........................................ 22
Adopted...Now What? .......................... 26
Awakening to Your Dreams ................. 42
Basic Programmable Logic Controllers
(PLCs) for Electricians ....................... 12
Basic Computer .................................. 18
Basic RS LOGIX 500, Allen-Bradley PLCs ... 11
Beginning Blues Harmonica ............... 41
Beginning Handbells ......................... 41
COURSE LIST BY REGION

LINCOLN REGION (cont.)
www.southeast.edu/continuing

These classes are held in Lincoln unless noted.

Beginning Watercolor ........................................ 29
Beginning Wood Carving ...................................... 26
Being Radically Inclusive:
   It’s Not So Radical ........................................ 10
Belly Dance for Beginners .................................... 33

Bob Ross:
   Blood Moon (Waverly) ..................................... 31
   Mountain At Sunset ........................................ 31
Building a Website Level I .................................... 23
Cansa .............................................................. 22

NEW! Certified Fiber Optics Boot Camp
   (CFOT, CFOS/S, CFOS/T) .................................... 12
Conflict is Inevitable, Manage It Well .................... 16
Continuing Pilates .............................................. 44
CPR AED (Community) ....................................... 15
CPR AED Online + Skills Session ......................... 14
CPR - Basic Life Support .................................... 14
CPR - HeartCode Basic Life Support
   Online + Skills Session .................................. 14

Daytime Fun:
   Dog Obedience ............................................. 26
   Just for Puppies 8-16 Weeks Old ..................... 26
Driver Education ............................................. 45
Easy Right sizing .............................................. 38
Electrical Code .................................................. 11
Electrical Troubleshooting .................................. 11

NEW! Energize Your Body, Mind & Spirit ... 40

Excel 2016:
   Basic ......................................................... 22
   Intermediate ............................................... 22
   Advanced .................................................. 22
Extreme Retirement Planning ................................ 40
First Aid Heartsaver® ........................................ 14
Food Protection Manager Online Class ................ 37
Forest Bathing ................................................... 39
Forklift Operator .............................................. 12
Friday Night Crop ............................................. 30
Golf for You! .................................................... 43
Gourd Art ....................................................... 26
Healthy Harmonica ........................................... 41
How to Lead Projects ........................................ 9
Industrial Electro-Pneumatics ............................ 11
NEW! Industrial Hemp Day Camp
   (Dwight) .................................................... 38
Intermediate Computer ...................................... 18
Introduction to Adobe Lightroom ......................... 22
NEW! Introduction to Business Acumen ...... 9
Introduction to Illustrator CC ............................... 21
Introduction to InDesign CC ................................ 21
Introduction to Personal Computers
   for the Senior Citizen II ............................... 18
Introduction to Photoshop CC ............................ 22
Irish Social Dance for Ages 12 & Up .......... 33
Irish Step Dance for Ages 7 & Up ................... 33
Jump Start Writing Your Life Story .................... 42
NEW! Junk Journal: File Folder ....................... 29
Kolaches & Cinnamon Twists ............................. 37
Landscaping with Fall & Spring Flowering Bulbs .... 38
Leadership Communication Boot Camp .......... 9
Lost Wax Casting ............................................ 32
Mac for Beginners ......................................... 19
Macintosh Basics ............................................ 19
Managing Risks in Projects ................................ 9
Motor Control & Relay Logic ............................. 11
Motorcycle Safety:
   Beginning Riders Course ................................ 46
National Electrical Code Seminar .................... 11
Nebraska “N” Glass Window Painting ................ 29
Nothing New Trip ........................................... 32
Outlook 2016: Basic ........................................ 23
Perfect Pie, The: Two Crust Fruit Pie .............. 36
Post Anesthesia Care ....................................... 15
Pottery Wheel ............................................... 27
PowerPoint 2016: Basic ................................. 23
Practical Knowledge
   for the Home Landscaper .......................... 38
QuickBooks 2019: Intermediate .................... 6
Relaxation Techniques ...................................... 39
Scrapfest: Living It Up ..................................... 30
Secrets of Baby Behavior, The ....................... 16
Show Your Door Some Love ........................... 27
Sign Language 1 ............................................. 39
Small-Business MasterClass:
   How to Find & Select the Best People
   for Your Company ..................................... 7
Small Scale Hemp Farming .............................. 38
Smart Drivers! ................................................ 46
Sport Sampler of Dog Activities ..................... 26
Sugar Cookie Fun .......................................... 36
T’ai Chi for Beginners ...................................... 44
Taxes in Retirement ......................................... 40
Team Playshop:
   Helping Work Teams Play Well Together ....... 9
Tobacco Basket Floral .................................... 35
Top 7 Tools to Help You Manage Projects .......... 9
Trauma Nursing Core Course ......................... 17
NEW! Treasure Hunting 101 .............................. 34
Truly Mexican: Rellenos ................................ 35
Turning Stress into Strength .............................. 9
Understanding White Balance
   (Color Correction) ..................................... 42
Water in the Landscape .................................... 38
Welcome to Medicare ...................................... 34
What Do Quarterbacks Say
   at the Scrimmage Line? ............................... 43
What’s New in the World of Drugs 2020 .......... 16
Windows 10 .................................................. 18
Windows to Mac Transition ............................ 19
Wine, Dine & Sights in the City Trip ............... 33
LEARNING CENTER AT NEBRASKA CITY REGION
www.southeast.edu/NebraskaCityLC

All classes are held in Nebraska City unless noted.

NEW! Activate Your Marketing Plan ............... 7
Beauty of Watercolor, The .................................................... 30
Beginning Guitar .......................................................... 41
NEW! Cardio Circuit ........................................ 43
Fall Junkstock Bus Trip ........................................ 33
Food Protection Manager Online Class ........... 37
NEW! Getting Ready to Start My Business ...... 8
NEW! How to Spot Fake News ......................... 41
Introduction to Podcasting ............................................ 42
Meet, Eat & Learn: Importance of Being Mindful of Your Emotions ........................................ 39
Morning Mix-Up .......................................................... 43
Motor Control & Relay Logic .............................. 11
New Theatre Bus Trip: Menopause the Musical .............. 33
Pet Massage .............................................................. 26
Pick the Right Medicare Drug Plan ............. 34
Pumpkins & Sunflowers! ..................................... 35
Variable Frequency Drives ......................... 12
What to Do with All Those Apples! .......... 36

Acrylic Painting:
Seasons .................................................. 29
Pumpkins (Louisville) .................................................. 29
Basic Weaving .......................................................... 27
Beading a Bowl .................................................. 28
Beginning Guitar .................................................. 41
NEW! Cajun Cook .................................................. 35
Creating Pottery Serving Dishes (Louisville) .......... 27
Creativity is Brewing! (Louisville) ...................... 29
Excel 2016:
Basic .................................................. 22
Intermediate .................................................. 22
NEW! History for Fun:
Origins of Democracy .................................................. 37
NEW! How to Spot Fake News ......................... 41
NEW! Hydroponic Garden ........................................ 38
iCloud Photo Management:
The Best Way to Bank Your Pictures ............... 19
Intro to Watercolor Painting (Louisville) ........ 29
Introduction to Podcasting ............................................ 42
Knot Your Momma’s Macramé .................................. 27
New Theatre Bus Trip: Menopause the Musical .............. 33
One-on-One Computer Training: 3 Hours ... 18
One-on-One Smart Device Training .............. 19
One-on-One Social Media Training .............. 20
Painting Rustic Autumn Signs (Louisville) .... 26
Poetry ABCs .................................................. 41
Scrapbook Retreat .................................................. 30
Smartphone Basics: iPhone .................................. 19
Yoga .............................................................. 44

LEARNING CENTER AT Wahoo REGION
www.southeast.edu/WahooLC

These classes are held in Wahoo unless noted.

NEW! Body Sculpting: Butts & Guts .......... 43
Get Started with Computers ..................... 18
Grow with Yoga .................................................. 44
NEW! How to Spot Fake News ......................... 41
NEW! Industrial Hemp Day Camp
(IAowered) .......................................................... 38
Music Appreciation .................................................. 38
One-on-One Computer Training: 3 Hours ... 18
One-on-One Smart Device Training .............. 19
Organize Your Home
(IAowered) .......................................................... 38
Pick the Right Medicare Drug Plan ............. 34
Welcome to Medicare .................................................. 34
Yoga for Beginners .................................................. 44

LEARNING CENTER AT YORK REGION
www.southeast.edu/YorkLC

These classes are held in York unless noted.

Advanced Precision Machining (Milford) .... 13
Automotive Restoration & Collision Repair (Milford) .............. 11
Basic Precision Machining (Milford) .............. 13
Driver Education (Crete) .............................. 45
Homemade Kolaches .................................................. 37
Introduction to Podcasting ............................................ 42
National Electrical Code Seminar
(Milford) .......................................................... 11
One-on-One Computer Training: 3 Hours ... 18
Welcome to Adobe Lightroom Classic .............. 22
REGISTRATION INFORMATION/POLICIES

DetaiLed iNstructions for:

Paper Form For Mailing & Faxing

1. Complete the registration form entirely: Name, SSN, Method of Payment, signature, and total amount due. Payment is due at the time of registration.
2. If your employer or government agency is paying for the course(s), attach a LETTER OF AUTHORIZATION on company letterhead from them, with tax exempt number or form if applicable, and we will bill. If charging books, three-business days advance notice is needed.

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

- a. Registrations will be accepted through the first class meeting provided space is available. Enroll early as class size is limited. Enrollments are accepted on a “first come-first served” basis.
- b. Report to the first class session unless you are notified that the class is full or has been cancelled. Confirmations are not mailed.
- c. If your class choice is filled and you have designated on your registration form an alternate course/selection which is available, you will be entered into the alternate class and notified by mail. Payment differences if applicable also will be noted.
- d. If your class choice is filled and you haven’t indicated an alternate, your payment will be mailed back promptly.
- e. SCC reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.
- f. Cash, check, and charge card (Mastercard, American Express, Discover, and Visa) payments are accepted.
- g. SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Access/Equity/Diversity Office.

NOTE: The language of instruction at SCC is English. Outside of foreign language classes, classes at SCC are conducted in English. All prospective students should be sufficiently proficient in English to a) complete any initial assessment requirements (e.g., COMPASS, ASSET, TOEFL); b) benefit from and fully participate in the instructional process; and c) understand any safety requirements/alerts/directives related to classroom participation and/or safe use of machinery/equipment related to the class.

Online

Login Help for Web Advisor

User ID: Your User Id is your first initial + last initial + SCC ID number with no leading zeros. For example:
John Smith, SCC ID number 0123456: js123456

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

Don’t know your User ID or password?

Go to the “I’m New to Web Advisor” link on the Web Advisor page. It lists four steps to assist you in obtaining the information. When you click on OK, the system moves to a screen where you can obtain your User ID or password. Enter your last name, either your SSN or SCC ID number and click SUBMIT. If you are needing your User ID, the system will show your User ID on the screen. If you are changing your password, it will be emailed to you.

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

You can change your password at any time through the Change Password link. The new passwords must contain an UPPER case letter, a lower case letter, a number and a symbol.

Why Can’t I Register Online?

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

Non-Credit Classes

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

Credit Classes

You are entitled to a 100% refund for any credit class officially dropped prior to 10% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

“NO” refund is allowed after 10.50% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Your transcript will not show any registration data if you drop prior to 10% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Specific drop dates for individual classes are published each term in the Credit Class Schedule.

For more information, go to The Hub at https://thehub.southeast.edu/stufinance/tuitrefund.

Please note that refunds are not automatic. To obtain a refund or adjustment on your account, you must drop the class online using WebAdvisor for Students or submit an “Official Drop/Add Form for Credit Classes” to the Campus Student Affairs Office prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

SCC reserves the right to cancel any credit/ non-credit classes that do not have sufficient enrollment. A full refund will be processed and you are not required to submit a drop form.
## General College Policies

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

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

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

### ADA Reasonable Accommodations
SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

### Social Security Number
The College requests, but does not require, a student provide their Social Security number during the admissions process. Students who do not provide a Social Security number during the admissions process will be required to provide one for Federal Student Aid.

Students who do not have a Social Security number or Tax Identification Number are eligible to take classes and be admitted to a Program of Study; however, students should be aware that they may not be able to complete specific courses, clinical, cooperative experience, internship, or practicum experiences, receive continuing education units, or graduate from a program of study due to the inability to complete special course and program requirements including, but not limited to, background checks and non-SCC agency requirements. Students who do not have a Social Security Number also are not eligible to receive financial aid.

### FERPA
SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office.

A student’s Social Security number information constitutes an “educational record” under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding Social Security or tax ID numbers should be directed to the campus Registration and Records Office.

*Use of Photographs: Photographers employed or contracted by SCC regularly take photographs of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity. For more information, please see the College Catalog.

**Accredited by the Higher Learning Commission.**
Board of Governors: Chairperson: Nancy A. Seim, Lincoln; Vice Chairperson: Kathy Boellstorff, Johnson; Secretary: Keith Hammons, Weeping Water; Treasurer: James J. Garver, Lincoln; Tim Cerveny, Wilber; Robert J. Feit, Lincoln; Dale Kruse, Beatrice; Edward C. Price, Lincoln; Lynn Schluckebier, Seward; Ellen Weissinger, Lincoln; Kristin Yates, Lincoln; Linda Hartman, Faculty Representative, Lincoln (Feb. 2020)

### Register Online

1. You must have an email account in order to register online.
3. Search for Classes (Use the key word at the end of the description)
4. Register for Classes
5. Pay for Classes
   - a. You will not be officially registered until you submit your payment.
   - b. You will see a confirmation screen. Print this for your records.
   - c. You will receive an email confirmation of your registration.

### Register by Fax or Mail

1. Complete the non-credit registration form. (Please Print) then either...
2. FAX the registration form with credit card number or letter of authorization to 402-437-2703 OR
3. MAIL the registration form with payment or letter of authorization to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449

### Register in Person

**WALK-IN** to the Jack J. Huck Continuing Education Center 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.; SCC campuses and Learning Center locations during business hours.

Please see the College Catalog for credit course descriptions for details.

[Go to Index]
### Registration Form - Non-Credit Course

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

#### Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Residence Mailing Address**
- City: 
- State: 
- Zip: 
- County #: 

**Email Address**

**Cell Phone**
- Home
- Business Phone

I identify as:  
- Male  
- Female  

- Nebraska Resident  
- Non-Resident

Ethnicity (select one):  
- Hispanic or Latino  
- Not Hispanic or Latino

Race (Select one or more):  
- White  
- Asian  
- Native Hawaiian/Other Pacific Islander  
- American Indian/Alaska Native  
- Black/African-American

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
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<tr>
<td></td>
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**Signature**

- Check (must be included)  
- Cash (must be included)  

Would you like a receipt mailed to you?  
- Yes  
- No

Name as it appears on card: ________________________________

Exp. Date ________ CC # ________________

Billing agency (INCOMPLETE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

**Today's Date**  

**TOTAL DUE**

**FOR OFFICE USE ONLY**

- ID# ________________
- DE ________________

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**Registration Form - Non-Credit Course**

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**Residence Mailing Address**
- City: 
- State: 
- Zip: 
- County #: 

**Email Address**

**Cell Phone**
- Home
- Business Phone

I identify as:  
- Male  
- Female  

- Nebraska Resident  
- Non-Resident

Ethnicity (select one):  
- Hispanic or Latino  
- Not Hispanic or Latino

Race (Select one or more):  
- White  
- Asian  
- Native Hawaiian/Other Pacific Islander  
- American Indian/Alaska Native  
- Black/African-American

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For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

**Today's Date**  

**TOTAL DUE**

**FOR OFFICE USE ONLY**

- ID# ________________
- DE ________________

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# 2020-2021 SCC Programs of Study

## ARTS & SCIENCES
- **Academic Transfer (and Biotechnology)**: (All) O  4-AAS/AS All
- **Early Childhood Education**: (L) O*  1-4-AAS/AA/Dip/Cert All
- **Technical Skills Instructor**: (L/M)  4-AOS F, S

## BUSINESS related areas
- **Accounting**: (All) O  4-AA All
- **Business**: (All) O  1-4-AAS/AA/Dip/Cert All
- **Business Communications**: (All) O  4-AA All
- **Long Term Care Administration**: O*(L)  1-4-AAS/Cert F, S
- **Office Professional**: (L) O  2-4-AAS/Dip F, S

## CULINARY related areas
- **Culinary/Hospitality**: (L)  1-4-AAS/Dip/Cert All
- **Dietary Manager**: (Q/O)  1-2-Cert All

## PUBLIC SAFETY related areas
- **Adult & Juvenile Services and Corrections**: (Q/O)  4-AAS F, S
- **Criminal Justice**: (B/Q/O)  4-AAS/AA F, S
- **Law Enforcement & Homeland Security**: (Q/O)  4-AAS F, S

## HEALTH CARE related areas
- **Associate Degree Nursing (and LPN-to-ADN option)**: (B/L)  4-AAS S
- **Associate of Health Sciences**: (All) O  4-AAS All
- **Dental Assisting**: (L)  2-4-AAS/Dip F, S
- **Healthcare Services**: (All) O*  1-Cert All
- **Human Services**: (L)  1-4-AAS/Cert F, S
- **Medical Assisting (and HIMS)**: (L)  2-Dip All
- **Medical Laboratory Technology**: (L)  4-AAS S
- **Paramedic**: (L) O*  4-AAS F
- **Pharmacy Technician**: (L) O*  2-Dip F, S
- **Physical Therapist Assistant**: (L)  4-AAS F
- **Polysonomographic Technology**: O*(L)  2-Cert F
- **Practical Nursing**: (B/L) O*  2-Dip F, U,F
- **Radiologic Technology**: (L) O*  4-AAS F, S
- **Respiratory Care**: (L) O*  4-AAS F, S
- **Surgical First Assist**: O*  2-Cert F
- **Surgical Technology**: (L) O*  3-AAS S

## COMPUTER TECHNOLOGY related areas
- **Computer Information Technology**: (L)  4-AAS F, S
- **Geographic Information Systems Tech.**: O (L)  1-Cert F, S
- **Graphic Design/Media Arts**: (Q)  4-AAS F

## CONSTRUCTION related areas
- **Building Construction Technology**: (M)  4-AAS/Cert F
- **Design & Drafting Technology**: (L)  1-4-AAS/Dip/Cert F, S
- **Heating, Ventilation, Air Conditioning & Refrigeration Technology**: (M)  4-AAS F
- **Land Surveying/GIS/Civil Engineering Technology**: (M)  4-AAS F
- **Plumbing Technology**: (M)  2-Dip F

## MANUFACTURING related areas
- **Electrical & Electromechanical Technology (and IBEW)**: (M)  1-4-AAS/Cert F
- **Electronic Systems Technology**: (L)  4-AAS F, S
- **Energy Generation Operations**: (M)  1-4-AAS/Dip/Cert F, S
- **Manufacturing Engineering Tech.**: (M)  4-AAS F
- **Nondestructive Testing Technology**: (M)  4-AAS F
- **Precision Machining and Automation Technology**: (M)  2-4-AAS/Dip F, S
- **Welding Technology**: (L)  1-4-AAS/Dip/Cert All

## AGRICULTURE related areas
- **Agriculture Management & Production**: (B)  4-AAS F, S
- **Horticulture & Turfgrass Management**: (B)  4-AAS F, S
- **Livestock Management & Production**: (B)  4-AAS F, S
- **Precision Agriculture**: (B)  1-Cert F

## TRANSPORTATION related areas
- **Auto Collision Repair Technology**: (M)  4-AAS F, S
- **Automotive Technology**: (L/M)  4-AAS F, S
- **Deere Construction & Forestry Equipment Tech.**: (M)  4-AAS F
- **Diesel Technology-Truck**: (M)  4-AAS F, S
- **Diesel-Ag Equipment Service Tech.**: (M)  4-AAS F, S
- **Ford Automotive Student Service Education Training**: (M)  4-AAS F
- **General Motors Automotive Service Educational Program**: (M)  4-AAS F
- **John Deere Tech.**: (M)  4-AAS F, S
- **MOPAR-FCA/Dodge/RAM/Jeep College Automotive Program**: (M)  4-AAS CA
- **Motorcycle, ATV & Personal Watercraft Technology**: (M)  2-Dip F, S
- **Professional Truck Driver Training**: (M)  1-Cert All

## LOCATIONS OFFERED
- **B**=Beatrice Campus
- **L**=Lincoln Campus
- **M**=Milford Campus
- **Q**=Education Square location
- **O**=Entire program available online

## AWARDS OFFERED
- **Cert**=Certificate
- **Dip**=Diploma
- **AA**=Associate of Arts Degree
- **AS**=Associate of Science Degree
- **AOS**=Associate of Applied Science Degree
- **AAS**=Associate of Applied Science Degree

## STARTING TERMS
- **U**=Summer
- **F**=Fall Semester
- **S**=Spring Semester
- **All**=All Terms
- **CA**=Call the Admissions Office for the next start term.

## CONTACT INFORMATION

### Beatrice Campus
Phone: 402-228-3468 • 800-233-5027
Admissions: ext. 1214
FAX: 402-228-8935 • Deaf TDD: 402-437-2702

### Lincoln Campus
Phone: 402-471-3333 • 800-642-4075
Admissions: ext. 2600
FAX: 402-437-2402 • Deaf TDD: 402-437-2702

### Milford Campus
Phone: 402-761-2131 • 800-933-7223
Admissions: ext. 8243

Visit www.southeast.edu/academics for more information.