Class Schedule
August-December 2020

Business Leadership
Computers & Technology
Trades & Industrial Technology
Professional Development
Real Estate/Pre-Licensure Preparation
Online Learning

southeast.edu/training
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**We’re glad to be back and we’re prepared for change!**

Due to the COVID-19 pandemic, class offerings and schedules are subject to change. We are frequently monitoring health recommendations and we are prepared to move many face-to-face class offerings to LIVE Online. If you have questions about a class, please call us at 402-437-2700 or email your inquiry to continuinged@southeast.edu.

For college updates, visit www.southeast.edu/covid-19

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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.

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**Questions?** Email continuinged@southeast.edu or call 402-437-2700 or 800-828-0072.
COMMUNICATION & TEAM DEVELOPMENT

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% 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.

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.

Looking for classes in your area? See pages 45-46 for the Course List by Region.

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
LEADERSHIP & EXECUTION

NEW! Introduction to Business Acumen
This course will help you understand business, its organizations, goals and measures. You'll learn to appreciate the big picture of your organization, without losing the details of what you do each day. If you can learn to understand the holistic business, you are able to break down silos in your company and understand better financial statements and the key metrics "management" is focused on. Increase your financial literacy and begin to show your supervisors and managers you've got that extra something they are looking for. Some key topics:
• Corporate governance
• Profit and cost centers
• Product lifecycles
• Revenue, cost and margin
• Measures and financial statements

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. Registration deadline Sept. 4. One hour for lunch on your own.

Keyword: Business

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<td>8:30 a.m.-3:30 p.m.</td>
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<td>CEC, 302</td>
<td>BSAD-3021-CEFA</td>
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NEW! Innovative Leadership
The quality of leadership can determine the culture, success and overall fate of an organization. Effective leadership is one of the most valuable training topics for those in a management role. This course is an interactive workshop that will focus on the following topics:
• The role of trust and transparency in creating high performing teams that manage organizational changes effectively
• Four primary communication styles and how to master communicating with each style
• Coaching using a proven framework for providing feedback that motivates people to change
• Investing in your team's professional development and what employee's want out of their development programs

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class. NOTE: Sec. CEFC: Registration deadline Sept. 29. Sec. CEFB: Registration deadline Oct. 27.

Keyword: Innovative

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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: Sec. CEFA: Registration deadline Aug. 19. Sec. CEFB: Registration deadline Oct. 6.

Keyword: Projects

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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: Sec. CEF: Registration deadline Sept. 3. Sec. CEFB: Registration deadline Dec. 8.

Keyword: Lead

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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: Sec. CEFA: Registration deadline Sept. 17. Sec. CEFB: Registration deadline Nov. 10.

Keyword: Projects

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Your Role as a Supervisor
Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise will help you develop the skills to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques to implement in “the real world” and time to develop a specific action plan.

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 Oct. 22. Class is live-streamed from Lincoln.

Keyword: Supervisor

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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. 10. NOTE: Class is live-streamed from Lincoln.

Keyword: Generations

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Almost Painless: Change Management
New technologies and the globalization of markets and competition are creating more business opportunities, and hazards, than ever before. In response, firms large and small (perhaps yours among them) have labored mightily to transform themselves into better competitors by fundamentally changing the way they do business. Sadly, to date, 70 percent of these change initiatives have failed! As a manager, you’re expected to plan and drive the change needed to ensure your organization’s long-term survival. This fast-paced, interactive, one-day workshop has been designed to help you hone the knowledge, skills and attitudes you’ll need to meet this responsibility.

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 Oct. 29. Class is live-streamed from Lincoln.

Keyword: Painless

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Finding Peace: Managing & Resolving Conflict
Constructive conflict can increase performance, but destructive conflict can destroy productivity and morale. In this program participants learn how to recognize different types of conflict and how to resolve them before they become destructive. This program will explore five modes people use in dealing with conflict and how to determine when each mode is most appropriate/least appropriate. Participants will learn and practice a six-step collaborative process for resolving conflict.

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 Nov. 12. Class is live-streamed from Lincoln.

Keyword: Managing

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Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.

www.southeast.edu/continuing

402-437-2700 • 800-828-0072
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.

Keyword: Inclusive

Sept. 19  S  8:30 a.m.-4:30 p.m.  $229
Beatrice, KEN, 103  BSAD-3008-BEFA
Lincoln, CEC, 302  BSAD-3008-CEFA

The Path to Resilience
When something goes wrong, do you tend to bounce back or fall apart? Resilience is that remarkable quality that allows some people to be knocked down by life and come back stronger than ever. Resilience can give you the ability to see past difficult events, find enjoyment in life and better handle stress. This course will define and help you understand resilience, discuss factors that affect how people deal with hardship, and help you develop a personal strategy for enhancing your resilience.

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: Class is live-streamed from Nebraska City. Registration deadline Oct. 14.

Keyword: Resilience

Oct. 15  Th  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 214  BSAD-3036-CEFA
Oct. 21  W  8:30 a.m.-3:30 p.m.  Sunderman  $229
Falls City, FCLC, 102  BSAD-3036-FCFA
Hebron, HNLC, 101  BSAD-3036-HNFA
NE City, NCLC, 102  BSAD-3036-NCLA
Plattsmouth, PLLC, 101  BSAD-3036-PLFA
Wahoo, WHLC, 101  BSAD-3036-WHFA

Critical Thinking in Today’s Workplace
Because the quality of our thinking affects the quality of our lives, critical thinking is integral to all that we do. In today’s workplace, critical thinking (the power to comprehend, analyze and evaluate) makes all the difference. This course will examine the role and challenges of critical thinking at work, spotlight wicked obstacles to our thinking and fallacies that can derail you and identify actions to develop your own and others’ critical thinking to help you: spot flaws in arguments that others accept without question; find creative, workable solutions where others see only problems; clearly articulate your position; make quicker informed decisions; and take a confident stand for yourself. Some key topics include: Role of critical thinking at work; obstacles to critical thinking, identifying flaws in thinking; using critical thinking; to take informed action; skills, tools and strategies for critical thinking; and fostering critical thinking at work.

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: Oct. 29 Sec.: Class is live-streamed from Nebraska City. Registration deadline Oct. 14.

Keyword: Thinking

Oct. 22  Th  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 304  Deems  BSAD-3019-CEFA
Nov. 2-22  8:30 a.m.-3:30 p.m.  $229
Online  Deems  BSAD-3019-WBFA

Looking for classes in your area? See pages 45-46 for the Course List by Region.
Business Writing
Focus on the creative process of writing and creating the “down draft.” You will explore ways to engage readers to accomplish our goals (including using the principles of “plain language”) and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with “dental drafts” to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill our credibility.

A certificate of professional development and 0.8 CEUs will be awarded for successfully completing this class. NOTE: Registration deadline Nov. 26.

Emotional Intelligence: The Foundation of Lifelong Success
Emotional intelligence is the ability to be aware of and manage emotions and relationships. It’s a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This one-day course is designed to help you 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 Dec. 10.

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.
INTRODUCTORY CLASSES

One-on-One Computer Training: 3 Hours
This learning opportunity is designed for any person who wants one-on-one attention from a computer applications subject matter expert. Registration gives you up to three hours of personalized attention on the computer topic that meets your specific need. Training topics may include: Windows or Apple/MAC Operating System, Basic Computer Assistance, MS Office, Word, Excel, Access, Outlook, Evernote, social media, and QuickBooks.

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

Keyword: Computer

Falls City Area $99 AREA-0927-FCFA
Hebron Area $99 AREA-0927-HNFA
Nebraska City $99 AREA-0927-NCFA
Plattsmouth Area $99 AREA-0927-PLFA
Wahoo Area $99 AREA-0927-WHFA
York Area $99 AREA-0927-YKFA

Basic Computer
Through hands-on experience you will learn to use function keys, the mouse and the numeric keypad. Begin learning computer terminology necessary in the 21st Century. Learn to use the internet, email and word processing and spreadsheet applications. Practice opening, closing, saving, and deleting files and folders.

Students need to have computer access to practice outside of class.

Keyword: Computers

Oct. 6-20 T, Th 5:15-8:15 p.m. $159
Lincoln, CEC, 407 J. Olson OFFT-3502-CEFA

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.

Keyword: Computers

Oct. 24-Nov. 21 S 8:15-11:15 a.m. $159
Lincoln, CEC, 407 J. Olson OFFT-6424-CEFA

Get Started with Computers
Want to learn more about computers? This engaging, hands-on class is for the person who has little to no knowledge about computers, but wants to learn! Find out about using Windows, creating and saving documents, getting started with email, and much more.

Keyword: Computer

Sept. 2 W 6-8:30 p.m. $29
Wahoo, WHLC, 101 Bohaty AREA-0928-WHFA

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.
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.

Class size is limited, and pre-registration is required. NOTE: Class is live-streamed from Falls City.

Keyword: Windows

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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.

Keyword: Windows

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Introduction to Personal Computers for the Senior Citizen I
This class is for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc.); basic elements of the Windows 10 operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the World Wide Web and email.

While taught on a Windows 10 operating system, the skills learned in this class are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor.

Keyword: Computer

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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.

While taught on a Windows 10 operating system, the skills learned are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor.

Keyword: Computer

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<td>Nov. 3-24</td>
<td>T</td>
<td>1:30-4:30 p.m.</td>
<td>Lincoln, CEC, 407</td>
<td>J. Olson</td>
<td>$159</td>
</tr>
</tbody>
</table>

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

Location Key is on page 43.
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, double-click, 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.

Keyword: Mac

Sept. 21 & 23  M, W  6-9 p.m.  Lincoln, CEC, 403  Kunce  GDMA-3612-CEFA  $149

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.

Keyword: Macintosh

Oct. 14 & 21  W  6-9 p.m.  Lincoln, CEC, 403  Kunce  GDMA-3575-CEFA  $149

Intermediate Mac
Prerequisite: Macintosh Basics (GDMA-3575) or equivalent experience
This course will expand your basic Macintosh skills. Topics include basic maintenance, troubleshooting, backup strategies, disk repair and other tools to get the most out of your Mac. Learn tips and techniques to expand your computing skills. You also will learn how to increase the efficiency and security of your computer.

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

Keyword: Mac

Nov. 9  M  6-9 p.m.  Lincoln, CEC, 404  Kunce  GDMA-3578-CEFA  $79

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.

Keyword: Mac

Oct. 19  M  6-9 p.m.  Lincoln, CEC, 403  Kunce  OFFT-0561-CEFA  $79

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.

Keyword: Photo

Oct. 28  W  6-8 p.m.  Lincoln, CEC, 404  T. Jensen  LLLLX-0680-CEFA  $29

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 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.

Keyword: iCloud

Aug. 31  M  6:30-8:30 p.m.  Plattsmouth, PLLC, 102  Warga  AREA-0882-PLFA  $29

402-437-2700 • 800-828-0072  www.southeast.edu/continuing
SMART DEVICES

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

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

**Keyword: Smart**

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<thead>
<tr>
<th>Location</th>
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<tr>
<td>Wahoo Area</td>
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<td>AREA-0880-WHFA</td>
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NEW! iPhone or Android?
The rivalry continues, but which one is ideal for you? Shopping for phones has changed and it’s hard to know which one is the best fit. We will cover the pros and cons of each platform so you can feel confident in your next phone purchase.

**Keyword: iPhone**

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<td>$39</td>
<td>AREA-6683-TCFA</td>
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</table>

Smartphone 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!

**Keyword: Smartphone**

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<td>Warga, FCLC, 102</td>
<td>$29</td>
<td>AREA-1393-PLFA</td>
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</table>

Smartphone 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: Class is live-streamed from Falls City.

**Keyword: Smartphone**

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<td>Steinhauer, FCLC, 102</td>
<td>$29</td>
<td>AREA-1394-FCFB</td>
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</table>

Smartphone Next Level
Suggested Prerequisite: Smartphone Basics
Want to learn even more about your smartphone? With this Next Level class, we will review where we left off at the Smartphone Basics class and take it to a new level! Bring your questions and we will dig deeper about topics like managing your phone, how to reset it using apps and continual learning about calling and texting. Don’t have a smartphone? Come anyway!

Please bring your fully charged phone with access to your Gmail (Android) or Apple ID (iPhone). NOTE: Class is live-streamed from Falls City.

**Keyword: Smartphone**

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<td>Steinhauer, FCLC, 104</td>
<td>$29</td>
<td>AREA-1396-FCFB</td>
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</table>

iPhone/iPad II: Beyond the Basics
Discover advanced iPhone/iPad topics including call features such as conference calling, hold, message to answer later, notification in depth, highly useful apps for sharing and working with documents. We will cover iCloud storage and basic photo management.

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

**Keyword: iPhone**

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<td>$29</td>
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</tbody>
</table>

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

**Location Key** is on page 43.
Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad offers. 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.

Keyword: iPhone
Oct. 21 W 6-8 p.m. T. Jensen
LIVE Online, Zoom LLLX-0674-TCFA

NEW! Photography & Editing Using Your Mobile Device
Are you interested in focusing on photography using your mobile devices and doing some limited post-processing of these photographs? Techniques in photography will be discussed, as well as an overview of many of the hundreds of useful apps for photography and editing, and also some very handy gadgets for your cellphones and tablets.

In preparation for the course, please download Snapseed for photo processing on your device(s) prior to the first class. Snapseed is a free app. If possible, participants should log in to live online classes with a laptop or other device and not from the cell or tablet they intend to use for photography, but this is not absolutely essential.

Keyword: Photography
Oct. 6-20 T 6:30-7:30 p.m. Keller
LIVE Online, Zoom LLLX-0080-TCFA

INTERNET

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

Keyword: Zoom
Oct. 12 & 19 M 6-8 p.m. Meyer
Falls City, FCLC, 102 AREA-0934-FCFA
Oct. 26 & Nov. 2 M 6-8 p.m. Meyer
Plattsmouth, PLLC, 102 AREA-0934-PLFA
Nov. 9 & 16 M 6-8 p.m. Meyer
LIVE Online, Zoom AREA-0934-TCFA

NEW! Virtual Platforms for Businesses
Life happens, business needs change or we are in a pandemic. No matter the reason, distance technology is becoming more prominent in businesses. Not sure which platform suits your business best? Get a hands-on tour of Zoom, Webex and Skype for Business plus a few other notable mentions in this virtual class.

Keyword: Virtual
Nov. 17 T 6-9 p.m. Hopwood
LIVE Online, Zoom BSAD-3201-TCFA

Do You Google?
Google has many special features to help you find exactly what you’re looking for. Find out what you are missing. Some of the topics covered include: search, Gmail, drive, maps, photos, YouTube, and more.

NOTE: Class is live-streamed from Falls City.

Keyword: Google
Oct. 27 T 5:30-7:30 p.m. Steinhauser
Falls City, FCLC AREA-0893-FCFA
Hebron, HNLC, 101 AREA-0893-HNFA

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.

402-437-2700 • 800-828-0072 www.southeast.edu/continuing
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**

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<th>Days</th>
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Using the Cloud
The more computers you have, the more online storage can benefit you. This class will show you how to set up online storage. Topics include SkyDrive, Google drive, Amazon drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.

**Keyword: Cloud**

<table>
<thead>
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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.

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

**Keyword: Selling**

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<td>5:30-7:30 p.m.</td>
<td>Falls City, FCLC, 102</td>
<td>AREA-0881-FCFA</td>
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Digital Scrapbooking
Would you like to scrapbook online? The instructor will show you how to load your photos, pick your theme, album type, and page layout. We will add photos, embellishments and learn the basics of digital scrapbooking.

No software needed. You will be able to access your album from any online computer.

**Keyword: Scrapbooking**

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Shutterfly Photo Book Memories
Prerequisite: Basic computer knowledge and internet skills are needed to be successful

Do you have hundreds of digital pictures on your computer or phone? Learn how to master the free website Shutterfly to design and create your own photo books and/or albums. Learn from start to finish how to upload photos, design books and order your finished project. Shutterfly has all the tools with easy options for editing, colors, backgrounds, and fonts for the beginner or creatively challenged. You will start a photo book and design in the first class and gain knowledge to work on your project outside of class. The final class will be spent getting one-on-one help and ordering your finished product.

Students need to log on and set up a Shutterfly account prior to first class. Bring to class: Shutterfly account username and password and 12-15 pictures on a flash drive. Cost does not include the cost of your finished product.

**Keyword: Shutterfly**

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<th>Time</th>
<th>Location</th>
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Looking for classes in your area? See pages 45-46 for the Course List by Region.

**Location Key** is on page 43.

402-437-2700 • 800-828-0072

We’re Keeping You Safe
For COVID-19 updates, visit
www.southeast.edu/covid-19

www.southeast.edu/continuing
NEW! Digitizing Memories
Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve them in a more organized form by scanning. We will look at scanning techniques and some of the devices to make scanning easy to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software “VueScan”. Have a negative, slide and/or print available to scan during the class and we will explore the process of scanning and saving those prints digitally so they will be memories forever.

**Keyword: Memories**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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SOCIAL MEDIA

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

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

**Keyword: Social**

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<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Plattsmouth Area</td>
<td>$35</td>
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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**

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<th>Time</th>
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Video Chatting: How to Use Facetime or Facebook®
Prerequisite: One of these apps (FaceTime or Facebook® Messenger) already installed on your phone or tablet
Do you live hours from your grandchildren? Do you want to be able to see the friend or family member you’re talking to on the phone? Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you’ll be video chatting tomorrow!

NOTE: Class is live-streamed from Hebron.

**Keyword: Video**

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Social Media for Business Certificate (Online—UGotClass)
See page 40 for more information.

Looking for classes in your area? See pages 45-46 for the Course List by Region.

**Location Key** is on page 43.

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
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.

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

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!

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

PROGRAMMING & NETWORKING

NEW! Back End Developer BootCamp
In this 18-week, Back End Software Development camp, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.

Take our assessment and learn more information at www.southeast.edu/coding-boot-camp. The assessment is free and optional for anyone interested in this program.

Program:
Keyword: BootCamp
Sept. 15-Feb. 2
T 7-8:30 p.m.
LIVE Online, Zoom
INFO-7750-TCFA
$3,999

NEW! Data Engineer BootCamp
Coming Spring 2021
Take our assessment and learn more information at www.southeast.edu/coding-boot-camp.

Nebraska Cyber Security Conference
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.

Register now at www.southeast.edu/ncsc.
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.

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 3-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 Summer 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 3-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 40 for more information.

Hack Your Way to Security / Introduction to Python 2.5 Programming / SQL Series (Online—Ed2Go)
See page 39 for more information.
ADOBE SOFTWARE

Adobe Creative Cloud Training Opportunities!
Want to bring the latest updates to Photoshop, InDesign or Illustrator to your workplace? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center in Lincoln.
Contact Workforce Solutions at continuinged@southeast.edu.

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.
Keyword: Adobe
Nov. 20 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 402 Massey GDMA-7034-CEFA

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 classes.
Keyword: Illustrator
Sept. 22 & 24 T, Th 8:30 a.m.-Noon $159
Lincoln, CEC, 402 Johnson GDMA-6975-CEFA
Oct. 17 S 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 402 Johnson GDMA-6975-CEFB

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.
Keyword: InDesign
Sept. 16 & 23 W 8:30 a.m.-Noon $159
Lincoln, CEC, 402 Guthard GDMA-3697-CEFA

Adobe InDesign: Streamlining Your Workflow
Prerequisite: Introduction to InDesign CC (GDMA-3697)
This class introduces the more advanced features of InDesign CC that will make your workflow more effective and efficient. Features such as character styles, paragraph styles, object styles, master pages and templates, tables and table styles, and a brief look at interactive PDFs will be introduced.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.
Keyword: InDesign
Oct. 7 W 8:30 a.m.-12:30 p.m. $89
Lincoln, CEC, 402 Guthard GDMA-7276-CEFA

Adobe InDesign: Exploring Graphic Features
Prerequisite: Introduction to InDesign CC (GDMA-3697)
This class introduces the more advanced features of InDesign that will give your projects an impactful design edge. Features such as applying and adjusting effects, object styles and effects, blending modes, auto-fitting, clipping paths and alpha channels, and a brief look at interactive PDFs will be presented.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.
Keyword: InDesign
Oct. 21 W 8:30 a.m.-12:30 p.m. $89
Lincoln, CEC, 402 Guthard GDMA-7278-CEFA
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 for full day class.
Keyword: Photoshop
Sept. 26  S  8:30 a.m.-4:30 p.m.  $159
Lincoln, CEC, 402  Beck  GDMA-3620-CEFA
Nov. 12 & 13  Th, F  9 a.m.-12:30 p.m.  $159
Lincoln, CEC, 402  Kunce  GDMA-3620-CEFB

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

Looking for classes in your area?
See pages 45-46 for the Course List by Region.
Location Key is on page 43.
MS OFFICE SOFTWARE

SCC offers a series of concentrated computer software training classes.

Excel 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. We will cover simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Online & Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Beatrice, Nebraska City and Plattsmouth 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.

Lunch is on your own.

Keyword: Excel

Aug. 12
Online W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Jording OFFT-7166-WBUB
Aug. 27
Plattsmouth, PLLC, 102 Th 9:30 a.m.-5 p.m. $159
Widler OFFT-7166-PLFA
Sept. 11
Lincoln, CEC, 408 F 8:30 a.m.-4:30 p.m. $159
Oct. 7
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Jording OFFT-7166-CEFB
Oct. 15
Beatrice, KEN, 334 Th 8:30 a.m.-4:30 p.m. $159
Deremer OFFT-7166-NEFA
Nov. 4
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Jording OFFT-7166-CEFC

Excel 2016: Intermediate
Prerequisite: Excel Basic or equivalent experience

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2016, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, and using workbook styles and themes. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

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

Lunch is on your own.

Keyword: Excel

Aug. 26
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Maltas OFFT-7167-CEFA
Sept. 17
Plattsmouth, PLLC, 102 Th 9:30 a.m.-5 p.m. $159
Widler OFFT-7167-PLFA
Sept. 23
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Maltas OFFT-7167-CEDB
Oct. 21
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Beck OFFT-7167-CEFC
Oct. 22
Beatrice, KEN, 334 Th 8:30 a.m.-4:30 p.m. $159
Punk OFFT-7167-BEFA
Nov. 18
Lincoln, CEC, 408 W 8:30 a.m.-4:30 p.m. $159
Beck OFFT-7167-CEFD

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

Location Key is on page 43.

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
Excel 2016: Advanced
Prerequisite: Excel Intermediate or equivalent experience
In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2016 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Tip & Tricks: Excel
Prerequisite: Basic Computer Skills
Welcome to the world of Microsoft Excel 2016! Whether looking to enhance your basic skills with Word or learn new ones, this hands-on, virtual “tips and tricks” class is ideal. This virtual class will cover and expand on the basics functions. Time will be available to ask any questions not covered in the class.

Required textbook ordering information will be supplied after registration.

Office 365 Basics
This is an introduction to Office 365 for users who have traditionally used stand-alone versions of Microsoft Office on their PC or laptop. As businesses turn to subscription-based software, Microsoft has catered to this by offering Office 365, which contains favorites such as Excel, PowerPoint and Word but includes new or updated apps to work, communicate and collaborate with colleagues, wherever you are. You will become familiar with the Office 365 interface and the applications within the plan including OneDrive, SharePoint, MS Office Products and other apps such as, Sway, Forms, OneNote, and Outlook.

Half hour lunch is on your own or you may bring a sack lunch/drink.

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

Location Key is on page 43.
**NEW! Outlook or Gmail? Which is Best for Your Business?**
Deciding which email platform to use can be frustrating and confusing. Experience the benefits and downsides to each platform. When you leave class, you will have a new sense of confidence when choosing which email platform is best for your new or existing business.

**Keyword: Business**
Dec. 8 T 6-9 p.m. $59
LIVE Online, Zoom OFFT-3203-TCFA

**PowerPoint 2016: Basic**
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

**Keyword: PowerPoint**
Oct. 16 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 407 Massey OFFT-7245-CEFA

**Word 2016: Basic**
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. They will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

**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.

**Nebraska City 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.

**Keyword: Word**
Sept. 16 W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 OFFT-7238-CEFA
Nov. 19 Th 8:30 a.m.-4:30 p.m. $159
NE City, NCLC, 102 Deremer OFFT-7238-NCFA

**Word 2016: Intermediate**
Prerequisite: Word: Basic or equivalent experience
Participants will work with styles, sections and columns and will use the Navigation pane to work with outlines. You will format tables, print labels and envelopes, and work with graphics. You also will use document templates, manage document revisions and work with Web features.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

**Keyword: Word**
Oct. 30 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 407 Massey OFFT-7239-CEFA

**Tips & Tricks: Word**
Prerequisite: Basic Computer Skills
Welcome to the world of Microsoft Word 2016! Whether looking to enhance your basic skills with Word or learn new ones, this hands-on, virtual “tips and tricks” class is ideal. This class will cover and expand on the basics functions. Time will be available to ask any questions not covered in the class.

Required textbook ordering information will be supplied after registration.

**Keyword: Word**
Nov. 19 Th 5:30-9 p.m. $79
LIVE Online, Zoom Hopwood OFFT-7230-TCFA

**Looking for classes in your area?**
See pages 45-46 for the Course List by Region.

**Location Key** is on page 43.

**We’re Keeping You Safe**
For COVID-19 updates, visit www.southeast.edu/covid-19

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
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. Lunch is on your own.

Keyword: QuickBooks
Aug. 19 & 20
W, Th
8:30 a.m.-Noon
Johnston
ACCT-7280-TCUB
$159

Sept. 16
W
8:30 a.m.-4:30 p.m.
Johnston
ACCT-7280-BEFA
$159

Beatrice, KEN, 334

Sept. 23 & 24
W, Th
8:30 a.m.-Noon
Johnston
ACCT-7280-TCFB
$159

LIVE Online, Zoom

Oct. 14
W
8:30 a.m.-4:30 p.m.
Johnston
ACCT-7280-TCFA
$159

Beatrice, KEN, 334

Nov. 4 & 5
W, Th
8:30 a.m.-Noon
Johnston
ACCT-7280-TCFB
$159

LIVE Online, Zoom

Dec. 16 & 17
W, Th
8:30 a.m.-Noon
ACCT-7280-TCFC
$159

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.
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. Lunch is on your own.

Keyword: QuickBooks
Aug. 26 & 27
W, Th
8:30 a.m.-Noon
Johnson
ACCT-7281-TCFA
$159

Lincoln, CEC, 408

Sept. 30 & Oct. 1
W, Th
8:30 a.m.-Noon
Johnson
ACCT-7281-TCFB
$159

Lincoln, CEC, 408

Oct. 21
W
8:30 a.m.-4:30 p.m.
Johnston
ACCT-7281-BEFA
$159

Beatrice, KEN, 334

Nov. 18 & 19
W, Th
8:30 a.m.-Noon
ACCT-7281-TCFC
$159

LIVE Online, Zoom

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
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.

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<tr>
<td>Sept. 3</td>
<td>Th</td>
<td>1-4:30 p.m.</td>
<td>Johnson</td>
<td>ONLINE, Zoom</td>
<td>ACCT-3515-TCFE</td>
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<td>1-4:30 p.m.</td>
<td>Johnson</td>
<td>ONLINE, Zoom</td>
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<td>ONLINE, Zoom</td>
<td>ACCT-3515-TCFD</td>
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</table>

QuickBooks 2019 Series (Online—Ed2Go)
See page 39 for more information.

WEB 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.

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<tr>
<td>Aug. 3 &amp; 5</td>
<td>M, W</td>
<td>6-9:30 p.m.</td>
<td>Olson</td>
<td>ONLINE</td>
<td>INFO-7296-WBUA</td>
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<td>Oct. 24</td>
<td>S</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Olson</td>
<td>CEC, 402</td>
<td>INFO-7296-CEFA</td>
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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.

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<tbody>
<tr>
<td>Nov. 11</td>
<td>W</td>
<td>1-4 p.m.</td>
<td>Guthard</td>
<td>CEC, 402</td>
<td>GDMA-7280-CEFA</td>
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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!

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<th>Date</th>
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<td>Nov. 4</td>
<td>W</td>
<td>9 a.m.-Noon</td>
<td>Guthard</td>
<td>CEC, 402</td>
<td>GDMA-7285-CEFA</td>
</tr>
</tbody>
</table>

Register Today!
Go to Index
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.

Keyword: Website

Sept. 8 & 10  T, Th  8:30 a.m.-Noon  $159
Lincoln, CEC, 402  Johnson  INFO-3862-CEFA

VIDEO

Using Video in Marketing

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

NOTE: Class is live-streamed from Falls City.

Keyword: Video

Oct. 6-20  T  6-8 p.m.  $99
Falls City, FCLC, 102  BSAD-7305-FCFA
Hebron, HNLG, 101  BSAD-7305-HNFA

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.
ELECTRICAL MAINTENANCE & CODING

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 41 or visit www.southeast.edu/cefinassist for assistance options.

**Keyword: Electrical**

<table>
<thead>
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<th>Date</th>
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<th>Time</th>
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<th>Notes</th>
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<tr>
<td>Oct. 6-8</td>
<td>Beatrice</td>
<td>T, W, Th</td>
<td>8 a.m.-5 p.m.</td>
<td>$629</td>
<td>ELEC-6075-BEFA</td>
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<tr>
<td>Oct. 27-29</td>
<td>Lincoln, CEC</td>
<td>T, W, Th</td>
<td>8 a.m.-5 p.m.</td>
<td>$629</td>
<td>ELEC-6075-CEFA</td>
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<td>Dec. 4-18</td>
<td>Falls City, FCLC</td>
<td>F</td>
<td>8 a.m.-5 p.m.</td>
<td>$629</td>
<td>ELEC-6075-FCFA</td>
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<td>Dec. 8-10</td>
<td>Lincoln, CEC</td>
<td>T, W, Th</td>
<td>8 a.m.-5 p.m.</td>
<td>$629</td>
<td>ELEC-6075-CEFB</td>
</tr>
</tbody>
</table>

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.

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.

(1.2 CEUs) **NOTE: Sec. CEFC:** The seminar will be held Friday from 8 a.m.-5 p.m. and Saturday from 8 a.m.-noon. Registration deadline Sept. 9.

**Keyword: Electrical**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 11 &amp; 12</td>
<td>Lincoln, CEC</td>
<td>F, S</td>
<td>See Desc.</td>
<td>$180</td>
<td>Schluckebier ELEC-6441-CEFEC</td>
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<td>Oct. 5-8</td>
<td>LIVE Online, Zoom</td>
<td>M, T, W, Th</td>
<td>5:30-8:30 p.m.</td>
<td>$180</td>
<td>Paulson ELEC-6441-TCFA</td>
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</tbody>
</table>

SCC Nebraska Workforce Retraining Initiative Scholarship
Have you been affected by COVID-19? You may be eligible for a scholarship for short-term training.

DEADLINE TO APPLY IS AUG. 23, 2020

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

402-437-2700 • 800-828-0072

Looking for classes in your area? See pages 45-46 for the Course List by Region.

Location Key is on page 43.
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 41 or visit www.southeast.edu/cefinassist for assistance options.

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

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 41 or visit www.southeast.edu/cefinassist for assistance options. **Nebraska City Residents:** See page 42 for Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.

**Keyword: Motor**  
Aug. 25-27  
Lincoln, CEC, 415  
T, W, Th  
8 a.m.-5 p.m.  
ELEC-6076-CEFA  
$629

Sept. 1-3  
NE City, NCLC, 101  
T, W, Th  
8 a.m.-5 p.m.  
ELEC-6076-NCFA  
$629

Nov. 3-5  
Lincoln, CEC, 415  
T, W, Th  
8 a.m.-5 p.m.  
ELEC-6076-CEFB  
$629

Motor Controls for Electricians
Prerequisite: Basic electrical knowledge
Training consists three hours lecture/three hours lab that covers Motor Controls applicable to the Electrical trade. This is an excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one’s daily work.
(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.

**Keyword: Motor**  
Oct. 9  
Lincoln, CEC, 406  
F  
8 a.m.-3 p.m.  
ELEC-7219-CEFA  
$225

Electrical Troubleshooting
Prerequisite: Electrical Fundamentals (ELEC-6075) and Motor Controls & Relay Logic (ELEC-6076) or equivalent
Use training equipment with industry standard devices to improve electrical troubleshooting skills. Includes proven tips and techniques for experts and beginners.
(2.4 CEUs) **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit www.southeast.edu/cefinassist for assistance options.

**Keyword: Electrical**  
Sept. 8-10  
Lincoln, CEC, 415  
T, W, Th  
8 a.m.-5 p.m.  
ELEC-6548-CEFA  
$629

Basic RS5000/Logix Programming
Prerequisite: Basic RS LOGIX 500, Allen Bradley PLCs (ELEC-6078) or equivalent
Participants will receive an introduction to the “Logix” family of Allen-Bradley Controllers. Topics include an overview of Logix family hardware, an introduction to the RS5000 software, basic ladder logic programming, time, counter, math, compare, tags, organizing projects, uploading/downloading, online editing, and more.
(2.4 CEUs) Hands-on training provided with Allen-Bradley PLCs and custom designed training stations. **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit www.southeast.edu/cefinassist for assistance options. SCC staff tuition waiver doesn’t apply.

**Keyword: Logix**  
Nov. 17-19  
Lincoln, CEC, 415  
T, W, Th  
8 a.m.-5 p.m.  
ELEC-6080-CEFA  
$729

Register Today!  
Go to Index
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 41 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-6078-FCFA
Sept. 22-24 T, W, Th 8 a.m.-5 p.m. $659
Lincoln, CEC, 415 Aden ELEC-6078-CEFA

Advanced RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Basic RS LOGIX 500, Allen-Bradley PLCs (ELEC-6078) or equivalent
This course is intended to provide the skills needed to write, enter and test ladder logic programs (RS LOGIX 500) using advanced programming instructions such as: comparison, move, program control, shift registers, data handling, sequencers, indirect addressing, interrupts and other topics.
(2.4 CEUs) Gap Tuition Assistance is available for those who qualify. See page 41 or visit www.southeast.edu/cefinassist for assistance options. SCC staff tuition waiver doesn’t apply.
Keyword: PLC
Nov. 3-5 T, W, Th 8 a.m.-5 p.m. $689
Lincoln, CEC, 406 Aden ELEC-6079-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 41 or visit www.southeast.edu/cefinassist for assistance options. Nebraska City Residents: See page 42 for Job Enhancement Scholarship information.
Keyword: Pneumatics
Sept. 14-17 M, T, W, Th 8 a.m.-5 p.m. $699
Lincoln, CEC, 415 Aden ELEC-6871-CEFA
Dec. 8-11 T, W, Th, F 8 a.m.-5 p.m. $699
NE City, NCLC, 102 Aden ELEC-6871-NCFA

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.
Keyword: PLC
Sept. 18 F 8 a.m.-3 p.m. $225
Lincoln, CEC, 404 Aden ELEC-7218-CEFA

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 41 or visit www.southeast.edu/cefinassist for assistance options. Nebraska City Residents: See page 42 for Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.
Keyword: Variable
Oct. 1 & 2 Th, F 8 a.m.-5 p.m. $459
NE City, NCLC, 103 Aden ELEC-6077-NCFA
Oct. 14 & 15 W, Th 8 a.m.-5 p.m. $459
Lincoln, CEC, 415 Aden ELEC-6077-CEFA

Looking for classes in your area?
See pages 45-46 for the Course List by Region.
Location Key is on page 43.

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
Variable Frequency Drives (VFD) for Electricians
Prerequisite: Basic understanding of 3-phase motors
Training consists of three hours lecture/three hours lab that covers Variable Speed Motor Controls applicable to the Electrical trade. This is an excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one's daily work.

(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.
Keyword: Drives

Industrial Measurement, Sensors & Controls
This course is designed to increase skill levels for engineers, technicians, sales representatives, and anyone involved with manufacturing, process controls, energy generation or automation. Training includes lecture and hands-on usage of actual devices such as photo-electric, inductive, capacitive, and temperature sensors. Interface to PLCs and control techniques will be covered using simulation trainer consoles. Such sensors are keys to green building automation.

(2.4 CEUs) **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit www.southeast.edu/cefinassist for assistance options.
Keyword: Sensors

Basic Automation Direct PLC
Prerequisite: Knowledge of industrial machine controls
This course will provide general background theory, applications information and programming practice for mechanics, technicians and engineers who specify or maintain Programmable Logic Control-based systems.

(2.4 CEUs) Class size is limited to 12 to permit hands-on practice using AutomationDirect software and simulator workstations. **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit www.southeast.edu/cefinassist for assistance options.
Keyword: PLC

Advanced Automation Direct PLC Programming
Prerequisite: Basic Automation Direct PLC (ELEC-6331)
This course is an extension of the Automation Direct DS-5 programming class. It starts with a review of the software package, basic PLC instructions and their applications. Then it will proceed to more involved subject areas, including accumulator operations, pointers, shift registers, and drum sequencers.

(2.4 CEUs) **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit www.southeast.edu/cefinassist for assistance options.
Keyword: PLC
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 41 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.

Basic Welding
This is an opportunity to learn basic welding skills and for experienced welders to enhance their skills. Classes include safe operation of stick, Mig, Tig and Oxyacetylene welders and related shop equipment through hands-on practical welding experiences.

(2.4 CEUs) Students will need to provide safety glasses, leather gloves, arc-welding helmet, and pliers. They must pass the shop safety test and wear leather boots, cotton pants/jeans (no shorts) and long-sleeve cotton shirt to remain in this class. Supplies can be purchased from the SCC Welding Technology program. Gap Tuition Assistance is available for those who qualify. See page 41 or visit www.southeast.edu/cefinassist for assistance options.

Keyword: Welding

Oct. 3-Nov. 21 S 9 a.m.-Noon $250
Lincoln, LNK, K-1 Yuell WELD-6185-LNFA

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. 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

Keyword: Welding

Register Today!
Go to Index

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
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.
NE Residents $166.50 / Non-residents $198
Aug. 26-Nov. 11  W  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.

FORKLIFT

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 O 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln, LNK, M-8</td>
<td>Sept. 5</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>$99</td>
<td>TRAN-3928-LNFA</td>
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<tr>
<td>Beatrice, FOR, 109</td>
<td>Sept. 19</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>$99</td>
<td>TRAN-3928-BEFA</td>
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<td>Milford, CCDW, 119</td>
<td>Oct. 3</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>$99</td>
<td>TRAN-3928-MLFA</td>
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<tr>
<td>Falls City, FCLC, Lab</td>
<td>Oct. 24</td>
<td>9 a.m.-3 p.m.</td>
<td>$99</td>
<td>TRAN-3928-FCFA</td>
</tr>
</tbody>
</table>
**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 course 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 course 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/cefinassist 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.

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**SCC Nebraska Workforce Retraining Initiative Scholarship**
Have you been affected by COVID-19? You may be eligible for a scholarship for short-term training.

**DEADLINE TO APPLY IS AUG. 23, 2020**
For more information, visit www.southeast.edu/nwri

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
Nebraska Finishing Technologies Certification Program

This class uses state-of-the-art virtual reality technology to provide hands-on training on increasing transfer efficiencies, decreasing material usage, spray booth maintenance, safety procedures, and environmental regulations. This technology shows each finisher how well they do within 1% for transfer efficiency and .5 mil for finish thickness.

(0.6 CEUs) Participants completing this training by passing an exam will earn a five-year certification that can be used as an option to satisfy the federal certification standard and the Nebraska hazardous air pollutant best available control technology requirements.

Keyword: Finishing

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>Oct. 17</td>
<td>8 a.m. - 3 p.m.</td>
<td>Lincoln, CEC, 304</td>
<td>Jirovec</td>
<td>AUTB-6101-CEFA</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>8 a.m. - 3 p.m.</td>
<td>Lincoln, CEC, 304</td>
<td>Jirovec</td>
<td>AUTB-6101-CEFB</td>
</tr>
</tbody>
</table>

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 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 41 or visit www.southeast.edu/cefinassist for assistance options. NOTE: No class Oct. 19.

Keyword: Precision

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>Sept. 21-Nov. 16</td>
<td>6-9 p.m.</td>
<td>Milford, ETC, 102A</td>
<td>Beck</td>
<td>MACH-6052-MLFA</td>
</tr>
</tbody>
</table>

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 41 or visit www.southeast.edu/cefinassist for assistance options. NOTE: No class Oct. 19.

Keyword: Precision

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<tr>
<td>Sept. 21-Nov. 16</td>
<td>6-9 p.m.</td>
<td>Milford, ETC, 102A</td>
<td>Beck</td>
<td>MACH-6142-MLFA</td>
</tr>
</tbody>
</table>
AUTOMOTIVE

Troubleshooting Automotive Electrical System
This class covers basic principles and applications of electronic circuits, electromagnetism and the safe use of a Digital Multi-meter when measuring Volts, Amperes and Ohms. Includes circuit theory to understand Ohm’s Law for Series, Parallel, and Series Parallel circuits; the design, safe operation and testing of lead acid storage batteries; troubleshooting electrical problems; and how to read wiring schematics.

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

Keyword: Automotive
Oct. 13 & 15  T, Th  6-9 p.m.  $89
Milford, CCDW, 116  Vavra  AUTT-7331-MLFA
Dec. 8 & 10  T, Th  6-9 p.m.  $89
Milford, CCDW, 116  Vavra  AUTT-7331-MLFB

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  W  6:30-9:30 p.m.  $109
Milford, ETC, 127  Mabon  AUTC-3145-MLFA

Car Care Basics
This class is designed for people of all ages who are currently driving. Topics include how to check your oil and other fluids, how to check tire pressure, inflate tires and/or change a tire, as well as how to read tire sizes and tread wear. You also will understand the noises and warning lights in your car, battery maintenance, how to jump-start a car, the importance of scheduled maintenance (what to do and when), and more. Learning these important car-care details will help keep your automobile safely on the road.

Keyword: Car
Oct. 8  Th  5:30-7 p.m.  $19
Falls City, FCLC, Lab  AREA-6701-FCFA

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.

Keyword: Artificial
Dec. 17-19  Th, F, S  See Desc.  $399
Beatrice, BAGC  Select Sires Mid America  AGRI-3101-BEFA

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

Location Key is on page 43.

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
Skill Development

NEW! Building Your Applicant Pool
Business is booming and you need more employees. You see two or three applications come through but you have six or seven positions to fill. Leave class with a toolbox of methods, techniques and tips to increase your applicant pool for ongoing hiring.

Keyword: Pool

Oct. 26
LIVE Online, Zoom
M 6-9 p.m.
Hurl ey
BSAD-3034-TCFA

$59

NEW! Marketing During Change
Marketing during unexpected change is a different ballgame. Knowing when to pivot on your marketing goals is vitally important. With a refreshed, enhanced, or new set of marketing “know-hows,” you can conquer your marketing endeavors and maintain a dominant presence, even during a pandemic or change in business trends.

Keyword: Marketing

Nov. 9
LIVE Online, Zoom
M 6-9 p.m.
Hurl ey
BSAD-3035-TCFA

$59

Process Excellence (Yellow Belt)
The Six Sigma Yellow Belt Certification is designed for those new to the world of Six Sigma who may have a general interest or a need to learn about Yellow Belt. Yellow Belts can be entry level employees seeking to improve their world or executive champions who require an overview of Six Sigma and DMAIC. This certification adopts the approach of advancing the concept and potential of using Six Sigma tools and methodologies with an organization.

(0.8 CEUs) Individuals who successfully complete the class will be certified. Registration deadline Sept. 23.

Keyword: Excellence

Sept. 30
LIVE Online, Zoom
M 6-9 p.m.
Hurl ey
BSAD-3034-TCFA

$375

Looking for classes in your area?
See pages 45-46 for the Course List by Region.

LOCATION KEY is on page 43.

402-437-2700 • 800-828-0072

www.southeast.edu/continuing

Register Today!
Process Improvement Certification  
(Green Belt)

The Six Sigma Green Belt Certification training is designed to give you a comprehensive understanding of Six Sigma principles and teach you how to effectively work on a Six Sigma team. What makes SCC’s offering unique is that every student will identify a project applying various Green Belt principles that will drive improvements. Students will have an opportunity to work closely with our instructors to apply the DMAIC process to their project and begin to implement changes that will produce measurable results in efficiency, profitability and/or customer service.

(4.9 CEUs) Individuals who successfully complete the class will be certified. **Gap Tuition Assistance is available for those who qualify.** See page 41 or visit [www.southeast.edu/cefinassist](http://www.southeast.edu/cefinassist) for assistance options. Class meets Week 1, Oct. 6 and 7; Week 2, Nov. 10, 11 and 12; and Week 3, Dec. 8 and 9. Registration deadline Oct. 1.

**Keyword: Improvement**

<table>
<thead>
<tr>
<th>See Desc.</th>
<th>T, W, Th</th>
<th>8:30 a.m.-4:30 p.m.</th>
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<td>Gengenbach</td>
<td>BSAD-7703-CEFA</td>
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Core Tools Training

This course will cover the 5 AIAG core tools manuals (including linkage to IATF 16949 quality system requirements and the recent VDA- FMEA integrated standard, aligning AIAG FMEA with European Automotive (VDA).

(1.8 CEUs)

**Keyword: Training**

<table>
<thead>
<tr>
<th>Sept. 15-Oct. 1</th>
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</table>

NEW! Virtual Platforms for Businesses

Life happens, business needs change or we are in a pandemic. No matter the reason, distance technology is becoming more prominent in businesses. Not sure which platform suits your business best? Get a hands-on tour of Zoom, Webex and Skype for Business plus a few other notable mentions in this virtual class.

**Keyword: Virtual**

<table>
<thead>
<tr>
<th>Nov. 17</th>
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</table>

Lean Process Excellence  
(Lean Manufacturing)

Lean is NOT just for manufacturing! Surprisingly, some of the biggest opportunities and most powerful results in a Lean Flow implementation come from health, financial or service industries. Lean Transactional will focus on customer-valued “transactions” or deliverables to understand process capability and optimization. Through classroom training and hands-on demonstrations, attendees will see how data is gathered to describe the process. The class will then learn tools and techniques to re-engineer the process by identifying and eliminating as much of value-killng waste as possible. The focus will then be on delivering the desired results in the most efficient manner.

(2.4 CEUs) Certification requires the successful completion of a project that includes a meeting with the company champion and the training consultant.

**Keyword: Lean**

<table>
<thead>
<tr>
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<th>T, Th</th>
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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% is required on each quiz to qualify the student to take the final ServSafe exam.

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

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


**Keyword: Protection**

<table>
<thead>
<tr>
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<tr>
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</table>

www.southeast.edu/continuing

402-437-2700 • 800-828-0072
Speechcraft
Develop your public speaking ability and gain experience, knowledge and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

**Keyword: Speechcraft**

<table>
<thead>
<tr>
<th>Oct. 1-Nov. 5</th>
<th>Th</th>
<th>6:30-8 a.m.</th>
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<tbody>
<tr>
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<td></td>
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<td>SPCH-4001-TCFA</td>
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</table>

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

**Keyword: Zoom**

<table>
<thead>
<tr>
<th>Oct. 12 &amp; 19</th>
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<tr>
<td>Falls City, FCLC, 102</td>
<td>Meyer</td>
<td>AREA-0934-TCFA</td>
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<table>
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<tr>
<th>Oct. 26 &amp; Nov. 2</th>
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<tr>
<td>Plattsmouth, PLLC, 102</td>
<td>Meyer</td>
<td>AREA-0934-PLFA</td>
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<table>
<thead>
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<th>6-8 p.m.</th>
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<td>Meyer</td>
<td>AREA-0934-TCFA</td>
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</table>

Let’s Do Lunch Series
Bring your lunch and learn something new! Check out this new series featuring something for everyone!

Let’s Do Lunch: Zoom Basic
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**

<table>
<thead>
<tr>
<th>Oct. 1</th>
<th>Th</th>
<th>Noon-1 p.m.</th>
<th>$10</th>
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<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td></td>
<td></td>
<td>AREA-6665-TCFB</td>
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</tbody>
</table>

NEW! Let’s Do Lunch: Video Chatting
Can’t meet with family over the holidays? Find out ways to connect virtually.

Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

**Keyword: Lunch**

<table>
<thead>
<tr>
<th>Dec. 3</th>
<th>Th</th>
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<tr>
<td>LIVE Online, Zoom</td>
<td></td>
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<td>AREA-6665-TCFD</td>
</tr>
</tbody>
</table>

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

Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

**Keyword: Lunch**

<table>
<thead>
<tr>
<th>Nov. 5</th>
<th>Th</th>
<th>Noon-1 p.m.</th>
<th>$10</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td></td>
<td></td>
<td>AREA-6665-TCFC</td>
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</tbody>
</table>

Looking for classes in your area? See pages 45-46 for the Course List by Region.

**Location Key** is on page 43.

402-437-2700 • 800-828-0072

We’re Keeping You Safe For COVID-19 updates, visit www.southeast.edu/covid-19

www.southeast.edu/continuing
SCC provides customized training to meet the specific learning and development needs of your business.

Real Solutions. Ready When You Are.

Sarah Murtagh
Assistant Director
Corporate Training
smurtagh@southeast.edu.

Connect with Us!

SCCNebCE
sccbeatricece
SCCLearningCenteratFallsCity
SCCLearningCenteratHebron
SCCLearningCenteratNebraskaCity
SCCLearningCenteratPlattsmouth
SCCLearningCenteratWahoo
SCCLearningCenteratYork

SCCNebCE
SCC_Eship
### Business Leadership

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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<tbody>
<tr>
<td>Almost Painless: Change Management</td>
<td>5</td>
</tr>
<tr>
<td>Critical Thinking in Today's Workplace</td>
<td>6</td>
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<tr>
<td>Finding Peace: Managing &amp; Resolving Conflict</td>
<td>5</td>
</tr>
<tr>
<td>Your Role as a Supervisor</td>
<td>5</td>
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### Professional Development

<table>
<thead>
<tr>
<th>Topic</th>
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<tr>
<td>NEW! Building Your Applicant Pool</td>
<td>34</td>
</tr>
<tr>
<td>Core Tools Training</td>
<td>35</td>
</tr>
<tr>
<td>Food Protection Manager Online Class</td>
<td>35</td>
</tr>
<tr>
<td>Let's Do Lunch: Host a Meeting on Zoom</td>
<td>36</td>
</tr>
<tr>
<td>NEW! Let's Do Lunch: Video Chatting</td>
<td>36</td>
</tr>
<tr>
<td>Let's Do Lunch: Zoom Basic</td>
<td>36</td>
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<tr>
<td>NEW! Marketing During Change</td>
<td>34</td>
</tr>
<tr>
<td>Speechcraft</td>
<td>36</td>
</tr>
<tr>
<td>NEW! Zoom! Everyone is Doing It!</td>
<td>36</td>
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### Computers & Technology

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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<tr>
<td>15th Annual Nebraska Cyber Security Conference</td>
<td>15</td>
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<tr>
<td>NEW! Back End Developer BootCamp</td>
<td>15</td>
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<tr>
<td>Digital Scrapbooking</td>
<td>13</td>
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<td>NEW! Digitizing Memories</td>
<td>14</td>
</tr>
<tr>
<td>Excel 2016: Basic</td>
<td>19</td>
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<td>NEW! iPhone or Android?</td>
<td>11</td>
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<tr>
<td>iPhone/iPad II: Beyond the Basics</td>
<td>11</td>
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<tr>
<td>LinkedIn® for Business: Basic</td>
<td>14</td>
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<tr>
<td>Online Buying &amp; Selling</td>
<td>13</td>
</tr>
<tr>
<td>NEW! Outlook or Gmail?</td>
<td>21</td>
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<tr>
<td>Which is Best for Your Business?</td>
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<tr>
<td>NEW! Photography &amp; Editing</td>
<td>12</td>
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<tr>
<td>Using Your Mobile Device</td>
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<tr>
<td>QuickBooks 2019: Basic</td>
<td>22</td>
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<td>QuickBooks 2019: Intermediate</td>
<td>22</td>
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<tr>
<td>Tips &amp; Tricks: Excel</td>
<td>20</td>
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<tr>
<td>Tips &amp; Tricks: Word</td>
<td>21</td>
</tr>
<tr>
<td>Tips &amp; Tricks with Your New iPhone or iPad</td>
<td>12</td>
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<tr>
<td>NEW! Virtual Platforms for Businesses</td>
<td>12</td>
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<tr>
<td>WordPress</td>
<td>23</td>
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<tr>
<td>Working with QuickBooks Online</td>
<td>23</td>
</tr>
<tr>
<td>NEW! Zoom! Everyone is Doing It!</td>
<td>12</td>
</tr>
</tbody>
</table>
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.

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

Manufacturing Applications
Understand the true meaning of productivity and how to improve it. This course will help you learn to apply the principles and concepts of manufacturing to increase customer satisfaction and help your company become more efficient and productive.

A to Z Grantwriting
Learn the ins and outs of grant writing from a veteran grant writer. This course will provide the experience and skills you need to become a successful grant writer as you learn to put together stand-out proposals that will encourage funds from donors.

Get Assertive!
Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life. This course will empower you to be more assertive and includes specific techniques for dealing with people who intimidate or disrespect you.

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

Introduction to Python 2.5 Programming
Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Hack Your Way to Security
Use ethical hacking techniques to locate and close security holes in your own network.

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

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

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.

Browse Certificates & Courses in:
Business
Business Communication
Health • Human Resources
Leadership
LEED Green Workplace Management
New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers

Gap Tuition Assistance Program

The Gap Tuition Assistance Program provides funding for short-term training for in-demand jobs – making your education FREE!

Who is eligible?
Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual Income</th>
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<tr>
<td>3</td>
<td>$53,325</td>
<td>6</td>
<td>$86,475</td>
</tr>
</tbody>
</table>

** Annual Income is subject to change.

Coverage
You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program of study*.

Training Programs of Study
Gap Tuition Assistance covers short-term training in the following in-demand job fields:

** Non-credit Certificates/Courses
- RN/LPN Refresher Course
- Machining
- Electrical Maintenance
- Welding
- Microsoft Applications
- Leadership Certificate
- Lean/Six Sigma
- Computer Networking
- Fiber Optics
- Plus more

** Credit Certificates/Courses
- Nursing Assistant Course
- Medication Aide Course
- Professional Truck Driving Training I & II Courses
- Business/Entrepreneurship Certificates
- Culinary/Hospitality Certificate
- Healthcare Services Certificate
- Precision Agriculture Certificate
- Building Construction Tech Certificate
- Software & Computer Services Certificates
- Welding Technology Certificate
- Plus more

Support
Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.

For more information, contact:
Heather Bloomquist
402-323-3394
hbloomquist@southeast.edu

www.southeast.edu/cefinassist

* Programs of study can be found at the web address above, and can be bundled.
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, contact:
Cindy Meyer
402-323-3636
cmeyer@southeast.edu

www.southeast.edu/nebraskacitylc

SCC Nebraska Workforce Retraining Initiative Scholarship

Have you been affected by COVID-19? You may be eligible for a scholarship for short-term training.

DEADLINE TO APPLY IS AUG. 23, 2020

For more information, visit
www.southeast.edu/nwri
Beatrice
BAGC ............................................ SCC Agriculture Center, one mile south of the SCC Beatrice Campus on Highway 136
Southeast Community College,
Beatrice Campus, 4771 W. Scott Road
FOR ............................................................... Ford Hall
JAC ............................................................... Jackson Hall
KEN ........................................................... Kennedy Center
TRU .......................................................... Truman Center

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
LNK .................................................. Southeast Community College,
Lincoln Campus, 8800 O St.

Milford
Southeast Community College,
Milford Campus, 4771 W. Scott Road
DNLP .......................................................... G. Alan Dunlap Center
ETC .......................................................... Eicher Technical Center

Nebraska City
NCHS .............................................. Nebraska City High School, 141 Steinhart Park Road
NCLC .............................................. Learning Center at Nebraska City, 819 Central Ave.

Plattsmouth
PCC .................................................. Plattsmouth Community Center, 308 S. 18th
PLLC .................................................. Learning Center at Plattsmouth, 537 Main St.

Wahoo
WHLC .............................................. Learning Center at Wahoo, 536 N. Broadway St.

York
YKLC .............................................. Learning Center at York, 3130 Holen Ave.
(Inside the Holthus Convention Center)

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

TBA ..................................................... To Be Announced
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 | mhimmelberg@southeast.edu
Paul Lytle | plytle@southeast.edu
Sarah Murtagh | smurtagh@southeast.edu
**ONLINE**

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**BEATRICE REGION**

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**LEARNING CENTER AT BEATRICE REGION**

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Food Protection Manager Online Class ........................................ 35
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Leadership Communication Boot Camp ........................................ 3
QuickBooks 2019: Basic ................................................................. 22
Intermediate .................................................................................. 22
Turning Stress into Strength ............................................................ 5
Using the Cloud ............................................................................. 13

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Car Care Basics ............................................................................. 33
Do You Google? ........................................................................... 12
Electrical Fundamentals ................................................................. 25
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Get Going with Google Docs ......................................................... 13
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One-on-One Smart Device Training .............................................. 11
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**LINCOLN REGION**

These classes are held in Lincoln unless noted.

Adobe Acrobat DC Pro .................................................................. 17
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**www.southeast.edu/PlattsmouthLC**

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**www.southeast.edu/WahooLC**

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**www.southeast.edu/NebraskaCityLC**

All classes are held in Nebraska City unless noted.

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**www.southeast.edu/YorkLC**

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**Register Online Using WebAdvisor**

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)
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.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

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

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student’s current address and will usually be received within three to four weeks.

**Questions about registration or space availability, contact:** Continuing Education • 402-437-2700 or 800-828-0072

**SCC Non-credit Refund/Drop Policy**

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

Questions?
Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religion, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.
**Registration Form - Non-Credit Course**

Please print for legibility.

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.

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| Check (must be included) | Cash (must be included) | V Code | Would you like a receipt mailed to you? |

Name as it appears on card: ______________________

Exp.Date ____________ CC # ______________________

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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

| Submission of this form indicates that I understand: | | |

| 1 | that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; that should I officially drop, cancel, or withdraw, any related tuition will be determined by the date I submit my request to Continuing Education; that failure to attend a course does not constitute an official drop/withdrawal; that personal information contained herein is correct as shown; and if I change my SSN, legal name, address, residency, etc., must follow the College procedures in the Student Handbook and College Catalog; that the policy of SCC to provide equal opportunity and nondiscrimination in all admission, awards, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu. |

| 2 | that failure to attend a course does not constitute an official drop/withdrawal; that personal information contained herein is correct as shown; and if I change my SSN, legal name, address, residency, etc., must follow the College procedures in the Student Handbook and College Catalog; that the policy of SCC to provide equal opportunity and nondiscrimination in all admission, awards, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu. |

| 3 | that failure to attend a course does not constitute an official drop/withdrawal; that personal information contained herein is correct as shown; and if I change my SSN, legal name, address, residency, etc., must follow the College procedures in the Student Handbook and College Catalog; that the policy of SCC to provide equal opportunity and nondiscrimination in all admission, awards, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu. |

**TOTAL DUE**

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