Accounting, Financials & Insurance

QuickBooks 2019: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.) and perform reconciliations, and review basic financial and other system reports.

This basic course does not customize features to your business. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Keyword: QuickBooks

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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, please bring your own documents and/or laptop. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Keyword: QuickBooks

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Working with QuickBooks Online
Prerequisite: Microsoft Windows experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. 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 ebook is available through the SCC Campus Store at www.sccbookstore.com.

Keyword: Quickbooks

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

Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Keyword: Accounting

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Accounting Fundamentals Series / QuickBooks 2019 Series (Online—Ed2Go)
See page 13 for more information.
NEW! Your COVID Marketing Plan: Simplify to Maximize
Gain confidence in your marketing plan. Discussion will include branding, target markets, demographics, COVID considerations, messaging, social media, etc.
This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance. Registration deadline Sept. 14 at noon.

Keydate: Marketing
Sept. 16 & 23
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Working with QuickBooks Online
Prerequisite: Microsoft Windows experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Key date: Quickbooks
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Perk Up Thursday Weekly Coffee
Oct. 1-Dec. 3 • 10-11 a.m.
Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a spotlight speaker who shares real stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started in their business, what they learned along the way, and what keeps them perked up and passionate about what they do.
NOTE: No coffee on Nov. 26. Perk Up Thursday is held in the Focus Suites Commons (Third Floor, 285 S. 68th St. Place) or via Zoom. Location will be announced each week via email newsletter. Sign up for the newsletter at www.southeast.edu/entrepreneurship. Can’t attend a coffee? No worries, you can view them at your convenience on our YouTube Channel!

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. 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 www.southeast.edu/covid-19/entrepreneurship.

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

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

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

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

Approved Programs of Study are available in the following areas:
- Professional Truck Driver Training • NEW!
- Nursing Assistant • NEW!
- Medication Aide
- RN/LPN Refresher Course
- Machining
- Electrical Maintenance
- Welding
- Microsoft Applications
- Leadership Certificate
- Lean/Six Sigma
- A+ (IT Technician)
- CompTIA N+
- CCNA (1-2 and 3-4)
- Fiber Optics

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
Focus Coaching (One-on-One Business Coaching)
Focus Coaching is a customizable coaching experience designed to empower entrepreneurs in their business journey. Participants will be introduced to versatile tools for informed decision making and receive personalized feedback from our experienced coaching team. Examples of tool/topics:
- Business Model Canvas (to start a business, provide the foundation for a business plan, or to make decisions in an existing business)
- Jobs, Pains, and Gains approach to target market
- Systems creations and tools
- Marking strategies

Coaching sessions are scheduled at times convenient for the participant and coach and will be held via Zoom. Please contact Brooke Lenhoff at blenhoff@southeast.edu for registration information and to schedule your coaching sessions.

Register At Any Time $149

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.

Oct. 1 Th Noon-1 p.m.
LIVE Online, Zoom AREA-6665-TCFB $10

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

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

Nov. 5 Th Noon-1 p.m.
LIVE Online, Zoom AREA-6665-TCFC $10

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.

Dec. 3 Th Noon-1 p.m.
LIVE Online, Zoom AREA-6665-TCFD $10

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!

Nov. 9 & 16 M 6-8 p.m.
LIVE Online, Zoom Meyer AREA-0934-TCFA $39

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.

Nov. 17 Th 6-9 p.m.
LIVE Online, Zoom Hopwood OFFT-3201-TCFA $59

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. 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.

For more information, contact us at 800-828-0072 or continuined@southeast.edu

JOB ENHANCEMENT SCHOLARSHIP AVAILABLE
(For selected courses)
Attention: Nebraska City Residents
Are you looking for a scholarship for training that could:
- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit http://www.southeast.edu/nebraskacitylc or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

Funds are being provided by the Nebraska City Community Foundation Fund

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
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.

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Introduction to Podcasting

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

Keyword: Podcasting

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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. 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/scceonlinecourses.

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

Check out all classes offered at www.southeast.edu/continuing
Find us on Facebook© at www.facebook.com/SCCNebCE

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
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 mightly 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.

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.

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.

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. Registration deadline Oct. 29.

Check out all classes offered at www.southeast.edu/continuing
Find us on Facebook at www.facebook.com/SCCNebCE

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is canceled 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Access/Equity/Diversity Office.
Professional 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

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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

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Core Tools Training
This course will cover the five 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

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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

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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

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Data Analysis Certificate (Online—UGotClass)
See page 13 for more information.

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

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

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

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

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

You may register at any time for this class. After you register online, purchase the book “ServSafe Manager” at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. For registration and log-in information, go to http://bit.ly/SCCFoodProtectionManagerClass.

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

Keyword: Protection

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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.

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

Keyword: Lunch

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

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

Keyword: Lunch

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

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

Keyword: Lunch

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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

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

Intravenous Therapy: Current Standards of Practice 1
This 8-hour course meets the didactic portion of the new requirement for all LPNs with a well-rounded review of IV therapy. Topics covered will be legal aspects of IV therapy, peripheral IVs and central lines. You can work at your own pace and at times which fit into your schedule. (0.8 CEUs) You will have several weeks to finish this class. You must have access to a computer and the internet. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Intravenous Therapy: Current Standards of Practice 2 Skills (Hybrid Course)
Prerequisite: You must take SCC’s Intravenous Therapy: Current Standards of Practice 1 course before or at the same time as this course or provide proof of completion of a similar course.
This 8-hour course includes both online and face-to-face components. Successful completion of this course will meet the IV therapy skills course requirement for LPNs who wish to practice IV therapy. (0.8 CEUs) You must have access to a computer and the internet. The hands-on skills portion of this course will occur on select Saturdays listed below. To successfully complete this course, you must complete the online component and attend a four-hour lab session. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Abuse & Neglect Prevention for Nursing Assistants
In order to be placed on the Nebraska Nurse Aide Registry, the state of Nebraska may require some nursing assistants to complete this one-hour course. The online course includes watching a video and reading material on patient rights, dignity, respect, and quality of life. Discussion is held on how to report suspected abuse to the proper authorities, both in a facility and in the community. RNs are welcome to take this class, also.
A quiz is given over the material and the video. When you have completed the one-hour online in-service, the state is notified by fax (within two business days) that you have completed the course. NOTE: For successful completion, you must spend an hour online and get 100% on the quiz. You can take the quiz as many times as needed. You can register at any time to take this course. If you prefer to take this course in a classroom setting, email continuinged@southeast.edu.
Classroom course is $35. To register and pay, go to http://bit.ly/RegisterCE.

Post Anesthesia Care
This intensive one-day course is designed for nurses who care for patients in the immediate post-operative period. We will discuss the different types of anesthesia, including conscious sedation, expected outcomes, nursing care, and possible complications of each type. The course also will include the nurse’s role in managing a patient’s airway in the post-anesthesia period, nursing implications and common post-op complications that may be encountered. Legal implications that need to be considered in PACU and criteria for discharging patients will be covered. Special considerations for managing the pediatric patient during the immediate post-op period will be discussed as well as caring for the anesthetized patient in the ambulatory setting.
(0.7 CEUs) LuAnn Ebke, RN, BA, CPAN, is the Assistant Nurse Manager at PACU Bryan Health, Lincoln, and Nancy Gondringer, EdD, CRNA, has many years of experience in surgical services. LuAnn and Nancy have teamed up to teach this course for several years. Participants must attend entire program to receive certificate.

Health Care
Fall 2020
SCC Continuing Education is approved as a provider of nursing continuing professional development by Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.
SCC Continuing Education is approved as a provider of nursing continuing professional development by Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

What’s New in the World of Drugs 2020

with Dr. Ally Dering-Anderson

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

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

Keyword: Drugs

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Nebraska Sleep Conference 2020

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

(0.7 CEUs) Continuing education credits will be specifically approved for those needing to maintain the RPSGT credential, but also will be eligible for maintaining a Respiratory Therapy license in Nebraska, as well as credentials through the NBRC. Registration deadline Oct. 28.

Keyword: Sleep

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

The Secrets of Baby Behavior

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

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

Keyword: Baby

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Computers & Technology
Fall 2020

GETTING STARTED

SMART DEVICES

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.

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.

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.

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 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.

INTERNET

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.

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!

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.

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

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.

CANCELLATION/REFUND POLICY: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
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.

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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.

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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.

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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.

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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.

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Social Media for Business Certificate (Online—UGotClass)
See page 13 for more information.

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

Watch www.southeast.edu/ncsc for updates. Registration opens soon.
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.

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Certificate in Structured Query Language (SQL) (Online—UGotClass)
See page 13 for more information.

Hack Your Way to Security / Introduction to Python 2.5 Programming / SQL Series (Online—Ed2Go)
See page 13 for more information.

Software Applications

Introduction to Crystal Reports (Online—Ed2Go)
See page 13 for more information.

MS Office

Tips & 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.

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QuickBooks

QuickBooks 2019: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.) and perform reconciliations, and review basic financial and other system reports.

This basic course does not customize features to your business.

Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

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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. 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.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
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, please bring your own documents and/or laptop. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.
Keyword: QuickBooks
Nov. 18 & 19
W, Th
8:30 a.m.-Noon
LIVE Online, Zoom
ACCT-7281-TCFC
$159

Working with QuickBooks Online
Prerequisite: Microsoft Windows experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. 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 ebook is available through the SCC Campus Store at www.sccbookstore.com.
Keyword: Quickbooks
Sept. 3
LIVE Online, Zoom
ACCT-3515-TCFA
$79

QuickBooks 2019 Series (Online—Ed2Go)
See page 13 for more information.

WEB DEVELOPMENT & DESIGN

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

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. 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/scceonlinecourses.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-477-2700 or 800-828-0072 the day before the class begins to receive a 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
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.

Skill for the 21st Century

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

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

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

www.ed2go.com/sccne
Bob Ross classes are for painters of all abilities, including beginners. Classes are offered live online via Zoom or face to face depending on each painting, and taught by Certified Bob Ross instructors.

For classes offered LIVE Online via Zoom you will be emailed a supply list that you will need to purchase prior to the class. Plan on downloading the Zoom app to your tablet, laptop or desktop prior to class and then paint from your own home. It is recommended to register early so you can get your supply list in plenty of time.

For face-to-face classes, you will purchase in class the supplies needed to complete your painting that you will create in a classroom setting. Supply fee for face-to-face classes is $33 in cash payable in class. You will leave class with your completed painting.

Bob Ross: Blood Moon
A beautiful glowing red moon appears in a starry sky.

Bob Ross Painting: Golden Rays of Sunlight
The start of autumn colors, fallen leaves, barren trees, with sunlight peeking through the dense forest with the hint of winter on the way.

Bob Ross: Desert Aglow
A colorful sunset glows against a southwestern desert landscape.

Bob Ross: Evening Tide
A full moon sheds light on a secluded beach at high tide.
NEW! 4 Craft Combo

Let’s try something new. Join our craft combo LIVE Online Zoom classes for an introductory taste of four crafts that are just for this stay at home time. Our craft guru Nikki Roseberry will lead these classes for each of the crafts shown. Supplies are limited so register early before we run out!

Once registration is closed, you will receive email notification to drive by the Continuing Education Center to pick up your craft bag of supplies. More details on the pick-up process to come in your email. On the night of class, join the Zoom classroom and craft away with Nikki. This will be such fun! Registration deadline Oct. 20.

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<th>Craft</th>
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Handmade Greeting Cards

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

Suggested supplies include: glue dots, tape runners or double-sided tape, pop dots, scissors, glue pen, and piercing tool. Register early because your card supply kit will be mailed to you. Registration deadline for Sec. TCFB is Sept. 29 and Sec. TCFC is Nov. 2.

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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.

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

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.

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NEEDLE ARTS & SEWING

Learn to Crochet

Get started in crochet! Learn how to read patterns, begin a foundation and the basic stitches to begin your crochet adventure.

Bring to class a pair of scissors, skein of worsted weight cotton yarn (such as Sugar and Cream) and a size I or J crochet hook.

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FAMILY MATTERS

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

This workshop meets the requirements of the Nebraska Parenting Act. Topics include stages of adjustment to parental separation/divorce for parents and children, conflict resolution, stress management and other co-parenting issues. This course is delivered entirely online and facilitated by SCC faculty and takes a minimum of three hours to complete.

Students will need:
• Computer with high speed internet connection
• Speaker/sound capability
• Working knowledge of computer and internet experience

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

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

$49 per-person.

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

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

We’re Keeping You Safe

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Level 2 Co-Parenting: Working Together for Your Children
This workshop meets the requirements of the Nebraska Parenting Act. Topics include: stages of adjustment to parental separation/divorce for parents and children, conflict resolution and stress management. Included in this course are the following topic areas that meet the requirements of the Nebraska Parenting Act (LBS44): safety and transition plans, impact of unresolved parental conflict on the child, effective communication skills, and resources and referral information.
Preregistration is required. All students will be required to show photo ID at class check-in. For more information or to register, email continuinged@southeast.edu.

Welcome to Medicare
The Nebraska Senior Health Insurance Information Program, a division of the Nebraska Department of Insurance, is pleased to host “Welcome to Medicare” classes. As you or a family member approach Medicare eligibility, the tasks of understanding the program can be daunting. “Welcome to Medicare” will explain the basics of the Medicare system and is being offered in person or by webinar (watch from your computer). Anyone new to Medicare or is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.
Nebraska SHIIP will cover the cost. To register, please visit www.doi.ne.gov/shiip. For questions, please call 402-471-2841.

Webinar presentations are available on:

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NEW! From Theory to Discovery: Breaking Down Your Brick Wall with Timelines
Use a timeline in your genealogical research to reveal gaps in your research and focus your family history search to find answers in unexpected places.

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Beginning Genealogy: Start Your Family History
Have you watched Finding Your Roots and wondered about your own family stories? This is the best time to trace your family tree. Bring what you know about your family to the first class and learn the basics. Discover how to organize, where to look for clues and how to find good information.

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

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Foods
NEW! The Great Mystery Bake Off – Nailed It Edition
Recruit the sous chefs in your family, clear the counters and join us for a bake-off via Zoom. Only amateurs need apply, no professionals here. Your team can consist of your household members or you can compete by yourself.
Each team needs to have two round cake layers baked and cooled by the challenge. These should be made ahead of time. Bonus points if you don’t use a mix, but hey, who’ll know? We’ll give you the challenge at the start of the event and you will use the cake layers to assemble it. We also suggest that you have ingredients for your favorite chocolate frosting on hand.
We are all about friendly competition and laughs. No big money winners here just bragging rights for next year. Our team of judges will be checking in with you throughout the competition, so make sure your laptop/computer/device is set up so they can see how you’re progressing and chat while you work. Space is limited so don’t be left out.
Registration deadline is Oct. 15.

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For more information, contact us at 800-828-0072 or continuinged@southeast.edu

For questions, please call 402-471-2841.
**NEW! Sourdough Bread 101**

Sourdough is a treasured part of many kitchens. Flour, water and a little bit of patience will have you your very own bubbly, active starter ready to make your incredible sourdough bread. Get tips, tricks and some tasty recipes.

Oct. 5  
LIVE Online, Zoom  
Kreikemeier  
LLXL-0474-TCFA  
$12

**NEW! Egg-cellent Eggs!**

Did you know there are 100 different ways to make eggs? If you are tired of eating eggs cooked the same way over and over, this class is a must. Learn ten different ways to cook eggs. The best part is you will learn to do this in your own kitchen.

A supply list will be emailed one week prior to class.

Nov. 4  
LIVE Online, Zoom  
W  
6:30-8:30 p.m.  
AREA-4458-TCFA  
$29

**NEW! Fudgy Fun**

A classic favorite, fudge is a simple delicacy that is enjoyed by all ages. Discover the art of making this simple treat in your own kitchen to satisfy your sweet tooth. Marble fudge, flavored fudge, and classic chocolate fudge will be ready to enjoy at the end of class.

Supply list will be emailed two weeks prior to class.

Oct. 10  
LIVE Online, Zoom  
S  
9-11 a.m.  
AREA-4460-TCFA  
$29

**Scones**

Whether it’s breakfast, brunch or midday snack, scones are always welcome. We will make a variety of scones, both savory and sweet. While the scones are baking, as a class we will make a fruit topping and finish the class with a scone swap.

Supply list will be sent approximately one week prior to class.

Oct. 20  
LIVE Online, Zoom  
T  
6:30-8:30 p.m.  
LLXL-2052-TCFA  
$39

**Muffins**

Muffins are great on their own and as part of a meal. You will have a choice of banana or blueberry muffins to make during the Zoom class however all recipes will be shared. While your muffins are baking, create a cinnamon compound butter to enjoy on your warm muffins. Zoom bake with us from your kitchen!

Supply list will be sent approximately one week prior to class.

Nov. 3  
LIVE Online, Zoom  
T  
6:30-8:30 p.m.  
LLXL-2052-TCFA  
$39

**Coffeecake**

Coffeecake is a beloved coffee house favorite. We will create a cinnamon coffeecake with your choice of a crunchy crumble or streusel topping.

Supply list will be sent approximately one week prior to class.

Nov. 17  
LIVE Online, Zoom  
T  
6-8:30 p.m.  
LLXL-2052-TCFA  
$39

**Homemade Kolaches**

Entice any guest in your home with the sweet smell of home-baked goods. Learn how to make the versatile dough that can be used to make kolaches from a local expert. You will have the opportunity to make several kolaches to take home. Recipes for homemade fillings will be included with the Sweet Roll Dough recipe. Space is limited.

Supply list will be emailed one week prior to class.

Oct. 24  
LIVE Online, Zoom  
S  
9-11:30 a.m.  
AREA-4503-TCFA  
$39

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Katie’s Cooking Class: Knife Techniques
Expand your knowledge about different knives, their purpose, and how to keep them sharp. Katie, our culinary pro will help you discover how to safely chop and prepare different fruits and vegetables for easy consistent cooking.

Supply list sent approximately one week prior to class.

Zoom with us from your kitchen.

Make Ahead: Freezer Meals, Tips & Tricks
Want to simplify your daily meal routine? Freezer meals are super handy whether you’re looking for convenience, trying to eat healthy, or planning ahead. We will look at meal planning strategies, explore the various options of cooking ahead, how to safely freeze food and preserve quality, what freezes well and what doesn’t, and how to store a month’s worth of meals in your freezer.

A variety of freezer meal recipes will be provided along with additional resources.

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

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

You may register at any time for this class. After you register online, purchase the book “ServSafe Manager” at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. For registration and log-in information, go to http://bit.ly/sccfoodprotectionmanager.

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

Genealogy

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

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

Begining Genealogy: Start Your Family History
Have you watched Finding Your Roots and wondered about your own family stories? This is the best time to trace your family tree. Bring what you know about your family to the first class and learn the basics. Discover how to organize, where to look for clues and how to find good information.

NEW! From Theory to Discovery: Breaking Down Your Brick Wall with Timelines
Use a timeline in your genealogical research to reveal gaps in your research. Learn how to build a theory, pinpoint research questions and focus your family history search to find answers in unexpected places.

For more information, contact us at 800-828-0072 or continuininged@southeast.edu
Identity Theft: Types, Prevention & Recovery

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

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Keywords: Identity, Prevention, Recovery

Home Security: An Alarm System is Not the Only Answer

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

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Keywords: Security, Home Protection

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

New! History for Fun: Origins of Democracy

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

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Keywords: History, Democracy

Languages

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

Beginning French Conversation I

Begin speaking and listening in French via French culture, seasonal topics and student-defined interests. Work towards engaging in brief conversations in French while incorporating basic grammatical concepts and vocabulary. You will have an opportunity for experiential learning that may include watching a movie, cooking/tasting French food, going to a restaurant, and shopping at a grocery store.

Students will use “French Phrases for Dummies” by Dodi-Katrin Schmidt (Editor), Michelle M. Williams (Editor), and Dominique Wenzel (Editor) Paperback - Bilingual as a reference text. NOTE: No class Nov. 25.

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Keywords: French, Conversational

Beginning French Conversation II

This is a continuation of conversations in French, speaking and listening in French employing French culture and seasonal topics. Carry on conversations in French while continuing to grasp advanced grammatical concepts and vocabulary. You will engage in conversations derived from class members, explore everyday culture and language in French while expanding your grasp of basic grammar.

Students will use “French Phrases for Dummies” by Dodi-Katrin Schmidt (Editor), Michelle M. Williams (Editor), and Dominique Wenzel (Editor) Paperback - Bilingual as a reference text.

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<th>Date</th>
<th>Time</th>
<th>Instructor</th>
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<tr>
<td>Oct. 6-Dec. 8</td>
<td>6-8 p.m.</td>
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<td>$80</td>
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Keywords: French, Conversational

Conversation Française Avancée: Conversations Continuant en Français

Ce cours se déroulera principalement en français. Les élèves participeront à des conversations sur des événements et des expériences quotidiens ainsi que sur des sujets dirigés par les élèves; on va explorer la culture et la langue de tous les jours en français, tout en élargissant leur maîtrise de la grammaire. Les élèves iront et discuteront de petits contes, de nouvelles, d’actualités.

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Keywords: French, Conversational

Note: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
Intro to Energy Medicine
What is your energy body? Discover the principles of how energy moves in the body to create harmony and balance. Learn easy de-stressing and energizing tips in this hands-on class. Discover how you can affect your own energy with simple techniques you can use daily for optimum health and vitality. Find out how to energize yourself in less than a minute with personalized self-care applications. Participate in demonstrations of how these systems affect our whole being: body, mind and emotions.

Keyword: Energy

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<th>Date</th>
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<th>Instructor</th>
<th>Class Code</th>
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<tr>
<td>Oct. 7</td>
<td>6-8 p.m.</td>
<td>W Williams</td>
<td>LLLX-0867-TCF</td>
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</table>

NEW! Start Your Day Right: Morning Workout
I am going to get up and workout in the morning. Who has had this conversation before but struggled to do it? Jump in for this eight-session class to beat down these barriers. Get motivatational tips and encouragement while you wake your body up with this morning workout in the comfort of your home. Start the day off right, just like you.

Keyword: Workout

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<th>Date</th>
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<th>Instructor</th>
<th>Class Code</th>
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<tr>
<td>Oct. 6-29</td>
<td>5:30 a.m.</td>
<td>Swanson</td>
<td>AREA-8506-T</td>
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</table>

NEW! Strength Training FUNdamentals: Strengthen & Tone
No matter your age or athletic ability, strength training is the key to flexibility and mobility. Anyone at any fitness level can strength train and it doesn’t have to take hours in a gym. Join us for the FUNdamentals of strength training and discover the most effective strength training moves suitable for home- or gym-based workouts.

Keyword: Strength

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<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Class Code</th>
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<tr>
<td>Oct. 24</td>
<td>9-11 a.m.</td>
<td>Stutzman</td>
<td>LLLX-2260-T</td>
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</table>

NEW! Strength Training FUNdamentals: Tone & Eat Right
Help boost your strength training moves with nutrition principles that help affect your metabolism and weight loss. Don’t have any strength training moves? We do! See how some new moves and knowledge of what you eat is key to strength training benefits.

Keyword: Strength

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<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Class Code</th>
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<tr>
<td>Oct. 22</td>
<td>9-11 a.m.</td>
<td>Stutzman</td>
<td>LLLX-2261-T</td>
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</table>

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

Keyword: Yoga

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<th>Instructor</th>
<th>Class Code</th>
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<td>Oct. 6-24</td>
<td>7-8 p.m.</td>
<td>Whittle</td>
<td>LLLX-1701-T</td>
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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. 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/scceonlinecourses.
Welcome to Medicare
The Nebraska Senior Health Insurance Information Program, a division of the Nebraska Department of Insurance, is pleased to host "Welcome to Medicare" classes. As you or a family member approach Medicare eligibility, the tasks of understanding the program can be daunting. "Welcome to Medicare" will explain the basics of the Medicare system and is being offered in person or by webinar (watch from your computer). Anyone new to Medicare or is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

Register for one, or double your fun and practice by registering for both.

Music

NEW! Fairy Tales in Music
Pied Piper, Little Mermaid, Ugly Duckling—all stories about magical and imaginary beings and lands. Now learn about these classic fairy tales, their origins, and their representation in a piece of instrumental music. In this session, we explore the music behind the tales, through listening, analysis and discussion of their place in musical history.

Keyword: Music
Nov. 5-19
LIVE Online, Zoom
Lambie
6:30-8:30 p.m.
$49

NEW! Sight Reading Workshop
Helpful hints will be discussed to help you demystify melodies ranging from traditional fiddle tunes to classical pieces. Previous music reading experience is helpful. Register for one or all four. Basic sight reading will be the same in each class with new melodies explored each session.

Keyword: Workshop
Oct. 6
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7432-TCFA
$19
Oct. 13
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7432-TCFB
$19
Oct. 20
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7432-TCFC
$19
Oct. 27
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7432-TCFD
$19

NEW! Playing By Ear Workshop
Learn how to play what you hear. We will focus on the rhythm (fast notes and slow notes), pitches (higher notes and lower notes), and fun. Previous playing experience is helpful. Register for one or all four. Basic playing by ear instruction will be the same in each class with new melodies explored each session.

Keyword: Workshop
Nov. 3
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7401-TCFA
$19
Nov. 10
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7401-TCFB
$19
Nov. 17
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7401-TCFC
$19
Nov. 24
LIVE Online, Zoom
Greenblatt
7-8 p.m.
AREA-7401-TCFD
$19

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

Keyword: Music
Oct. 15-29
LIVE Online, Zoom
Lambie
6:30-8:30 p.m.
$49

NEW! Harmonica Holiday
Have you wanted to learn how to play a harmonica? No experience necessary in this class. You will need a 10-hole diatonic harmonica in the key of C major. Popular traditional holiday tunes such as "Jingle Bells", "Joy to the World", "Silent Night", and more will be featured. Various harmonica techniques will be introduced along the way.

Register for one, or double your fun and practice by registering for both.

Keyword: Christmas
Dec. 4
LIVE Online, Zoom
Seay
6:30-7 p.m.
AREA-7410-TCFA
$19
Dec. 11
LIVE Online, Zoom
Seay
6:30-7 p.m.
AREA-7410-TCFB
$19

Personal Development

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
Nov. 18
LIVE Online, Zoom
Duel
6:30-8:30 p.m.
AREA-6683-TCFA
$39

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NEW! Screenwriting
With coaching from a Writers Guild of America Emeritus writer with feature film and broadcast television credits, this is an in-depth opportunity to learn writing for the screen in traditional media, short and feature film, and new media. Discover the basics necessary to write a compelling script that’s impossible to stop reading, vividly cinematic, properly formatted, and realistically produce-able. With a focus on the “First 25 pages of your screenplay,” this LIVE Online class, with eight live lectures as well as eight weekly online interactive class sessions, prepares you to successfully complete a feature film script (at your own pace). A pilot for a television series or a new media series.

Your instructor Larry Williams will be sending Zoom invite to the first class.

Keyword: Screenwriting
Oct. 5-Nov. 23
LIVE Online, Zoom
Williams
6-8:30 p.m.
LLUX-0565-TCFA
$169

Welcome to Medicare

Webinar presentations are available on:

Oct. 14 W
Nov. 17 T
Dec. 17 Th

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

Register Today!
NEW! Let Me Share My Story with You: Writing My Memories

Have you ever thought of sharing your story but don't know where to begin? Let us help you discover how to record the events for family and friends. We will provide tips on intriguing topics to write about, tricks to jog your memory, and ways to capture stories on paper without getting bogged down.

The Core of the Story

Give your readers a perfect escape by taking them on a journey. Your plot is the vehicle that brings them from point A to point B. This class will teach you how to create the roadmap your story needs, limit your loose ends and include all the expected beats and tropes in both romance and fantasy genres. Learn how to plot your character’s journey.

The instructor has published works under various pen names in both romance and fantasy genres. She writes full time and is eager to share tips for writers to succeed.

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.

Introduction to Podcasting

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

NEW! Your COVID Marketing Plan: Simplify to Maximize

Gain confidence in your marketing plan. Discussion will include branding, target markets, demographics, COVID considerations, messaging, social media, etc.

This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance. Registration deadline Sept. 14 at noon.

Driver Education Instructor Training

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

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

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Welcome to Medicare
The Nebraska Senior Health Insurance Information Program, a division of the Nebraska Department of Insurance, is pleased to host “Welcome to Medicare” classes. As you or a family member approach Medicare eligibility, the tasks of understanding the program can be daunting. “Welcome to Medicare” will explain the basics of the Medicare system and is being offered in person or by webinar (watch from your computer). Anyone new to Medicare or is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

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

Webinar presentations are available on:

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**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!

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

**NEW! 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.

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

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

**NEW! Digital Photography**
Gain greater proficiency in digital photography while using an advanced amateur camera (adjustable), mirrorless interchangeable lens camera (MILC) or digital single-lens reflex (DSLR) camera. We will provide you with the fundamentals as you practice with your own camera. Basic principles of photography will be reviewed and the more sophisticated digital camera operations along with hardware options and software will be discussed. A camera with adjustable shutter speeds, apertures and ISO is necessary for this class – e.g. – DSLR, mirrorless interchangeable lens camera and/or advanced amateur digital camera.

Weekly exercises will be given.

**Digital Photography 101**
Students will learn the basic functions of a digital camera. Class covers types of digital cameras, megapixels, optical vs. digital zoom, digital storage media, battery types, cost/value comparisons, memory management, red-eye reduction, and application presets. Beginning photographers interested in digital cameras and how to use them will enjoy this class.

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

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For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Digital Photography 201
It is suggested that students take Digital Photography 101 first. Digital Photography 201 covers the actual applications of digital photography, including how to choose each function for a particular use; which resolution to use when; improving camera performance; how to avoid accidental erasure or degradation of your photos; when, why and how to turn the flash on (or off); and problem solving to get predictable results.

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<th>Oct. 27 &amp; Nov. 3</th>
<th>T</th>
<th>6:30-7:30 p.m.</th>
<th>Keller</th>
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Digital Photography 301
It is suggested that students take Digital Photography 201. A study of various lighting techniques and contrast ratios, filters, special effects, and how to get those cool photographs of portraits, landscapes, nights scenes, fireworks, time-exposures and more. This class is for those who want to go beyond “automatic” mode and learn how to get those really cool shots!

NOTE: No class on Nov. 26.

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<th>Nov. 12-Dec. 3</th>
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NEW! Advanced Techniques in Digital Photography
Using your MILC or DSLR camera discover more advanced techniques in the world of digital photography. This course is designed to provide you with fundamentals as you practice with your own personal camera in three areas: Nature, Architectural and Portraiture. We will meet every other class in a “field location” following social distancing guidelines and the following weeks will look at the photos and select the ones to edit (post-process). Basic principles of photography will be reviewed and then more sophisticated digital camera operations, such as controls, function and purpose, lighting, composition, hardware options and software will be discussed.

A camera with adjustable shutter speeds, apertures and ISO is necessary for this class (e.g. DSLR, mirrorless interchangeable lens camera and/or advanced amateur digital camera).

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<th>Oct. 27 &amp; Nov. 3</th>
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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.

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<th>Oct. 22-Nov. 5</th>
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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.

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<th>Oct. 6-20</th>
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<th>Keller</th>
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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.

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Pictures Galore, Organizing & More!
So you have thousands of photos, now what? We will offer some strategies for tackling the overwhelming task of getting a system in place to safely store your precious memories. Also, what do you do with the dreaded box of photos buried in the closet? We have many solutions to offer!

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NEW! Start Your Day Right: Morning Workout
I am going to get up and workout in the morning. Who has had this conversation before but struggled to do it? Jump in for this eight-session class to beat down these barriers. Get motivational tips and encouragement while you wake your body up with this morning workout in the comfort of your home. Start the day off right, just like you.

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SPORTS, RECREATION & FITNESS

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
NEW! Strength Training FUNdamentals: Strengthen & Tone
No matter your age or athletic ability, strength training is the key to flexibility and mobility. Anyone at any fitness level can strengthen train and it doesn’t have to take hours in a gym. Join us for the FUNdamentals of strength training and discover the most effective strength training moves suitable for home- or gym-based workouts.

Keyword: Strength
Oct. 24
LIVE Online, Zoom
5 Stutzman
9-11 a.m. LLLX-2260-TCFB
$29

NEW! Strength Training FUNdamentals: Tone & Eat Right
Help boost your strength training moves with nutrition principles that help affect your metabolism and weight loss. Don’t have any strength training moves? We do! See how some new moves and knowledge of what you eat is key to strength training benefits.

Keyword: Strength
Oct. 22
LIVE Online, Zoom
Th Stutzman
9-11 a.m. LLLX-2260-TCFB
$29

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

Wear comfortable clothing. Bring a thick towel or yoga mat to class.
NOTE: Sec. TCFA: Registration deadline Oct. 2.

Keyword: Yoga
Oct. 6-Nov. 24
LIVE Online, Zoom
T Whittle
7-8 p.m. LLLX-1701-TCFA
$69

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. 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.

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

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

Keyword: Spanish
Oct. 8-Nov. 5
LIVE Online, Zoom
Th Clay
6:30-7:30 p.m. BBX-1682-TCFA
$39
Driver Education & Safety

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

Required Orientation
► Thurs., Aug. 27
◆ Thurs., Oct. 8

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

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

Driver Education

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. 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/scceonlinecourses.

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

Keyword: Driver

Lincoln SCC
Sept. 8-Oct. 17 T, Th 6:30-8:30 p.m. TRAN-3398-LNFA $295
Lincoln, LNK, U-107
Oct. 19-Dec. 5 M, W 6:30-8:30 p.m. TRAN-3398-LNFE $295
Lincoln, LNK, TBA

Lincoln East High School
Sept. 8-Oct. 17 T, Th 3:30-5:30 p.m. TRAN-3398-OCCF $295
Lincoln, EHS, 121

Lincoln High School
Oct. 19-Dec. 5 M, W 3:30-5:30 p.m. TRAN-3398-OCFG $295
Lincoln, LHS, 109

Lincoln North Star High School
Sept. 8-Oct. 17 T, Th 3:30-5:30 p.m. TRAN-3398-OCTD $295
Lincoln, LNS, A118A

Lincoln Northeast High School
Oct. 19-Dec. 5 M, W 3:30-5:30 p.m. TRAN-3398-OCFI $295
Lincoln, LNE, 43

Lincoln Southeast High School
Oct. 19-Dec. 5 M, W 3:30-5:30 p.m. TRAN-3398-OCFH $295
Lincoln, LSE, G103

Lincoln Southwest High School
Sept. 8-Oct. 17 T, Th 3:30-5:30 p.m. TRAN-3398-OCFB $295
Lincoln, LSW, A103
Oct. 19-Dec. 5 M, W 3:30-5:30 p.m. TRAN-3398-OCFF $295
Lincoln, LSW, A103

Lincoln Drive Lab Schedule

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

Four-Hour STOP Class

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

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

Driver Education Instructor Training

Prerequisite: Must be at least 21 years of age, have a high school diploma or equivalent, valid operator’s license held in state of residence for two consecutive years, clean driving record (for the prior five years, the instructor candidate must have no violation on record for which five or more points might be assessed. This includes probation or other situations in which no points were actually assessed for the violation. You must have no suspensions or revocations on record within the last five years, including no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. DMV Title 247.) This is a Department of Motor Vehicles-approved course for the certification of instructor to teach driver education in a non-credit format. Focus is on fundamental driver education, curriculum development and presentation skills. The intent of this class is for those individuals who want to teach outside the K-12 system.

Oct. 5-Nov. 16 Online $429 TRAN-3393-HBFA

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
**Register Online**

You must have an email account to register online.

2. Search for your class by entering a key word in the title or the course number. Click Submit. (Enter information in only one field for broader results.)
   - Key Word Example: Driver
   - Course Number Example: TRAN-3398
3. Select the course for which you wish to register. Click Submit.
4. Enter your personal information, certify your identification and click Submit.
   - *You must provide your Social Security Number.
5. Optional: Enter your Additional Registration Information and click Submit.

*The College requires a student’s Social Security number as a condition for enrollment online. A student’s Social Security number information constitutes an “educational record” under FERPA.

**OR Register by Mail, Fax or In Person**

Registration Form - Non-Credit Course

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

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

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<th>Middle Initial</th>
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<td>Home</td>
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I identify as:  
- Male  
- Female
- Nebraska Resident
- Non-Resident
- Hispanic or Latino
- Not Hispanic or Latino
- Race (Select one or more):
  - White
  - Asian
  - American Indian/Alaska Native
  - Native Hawaiian/Other Pacific Islander
  - Black/African-American

Select one or more:

- Hispanic or Latino
- Not Hispanic or Latino

**COURSE NUMBER**

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**SIGNATURE**

Check

Cash

MasterCard

AMEX

Discover

VISA

V Code

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.

**TOTAL DUE**

Would you like a receipt mailed to you?  
Yes  
No

SCC Staff Tuition Waiver ( )

For Office Use Only

ID# ____________________________  
DE ____________________________

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; and 2) That should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the form. If you are using a SCC Staff Tuition Waiver, the Tuition Waiver Form must be present at time of registration. Waivers are not retroactive and are not transferable. Additional charges may apply. The College reserves the right to withdraw any course before the start of the class. Any refund in tuition and fees will be determined by the date I submit this form. Additional charges may apply. Additional course information is available at [www.southeast.edu/continuing](http://www.southeast.edu/continuing).

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