Southeast Community College
CONTINUING EDUCATION
Winter 2021 Schedule

Find your Joy at SCC

NEW! How to Thrive in a VUCA World (p. 8)
Sign Exact English: Medical Focus (p. 50)
Certified Fiber Optics Boot Camp (p. 13)
4th Annual Jigsaw Puzzle Derby (p. 31)
College Tuition Planning (p. 51)
NEW! Sales Acceleration (p. 5)

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

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

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

### How to Read the Schedule

<table>
<thead>
<tr>
<th>New Course Notation</th>
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<tbody>
<tr>
<td>Prerequisites</td>
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<tr>
<td>Course prerequisites listed when appropriate</td>
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<tr>
<td>Course Description</td>
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Course Title

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

Required course notes are available at the SCC Campus Store, 8800 0 St., Lincoln, or at www.sccbookstore.com.

Keyword: OneNote

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<td>Keyword: OneNote</td>
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COVID-19 UPDATE
We’re prepared for change!
Due to the COVID-19 pandemic, class offerings and schedules are subject to change. We are frequently monitoring health recommendations and we are prepared to move many face-to-face class offerings to LIVE Online. If you have questions about a class, please call us at 402-437-2700 or email your inquiry to continuininged@southeast.edu.

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

The SCC Continuing Education USPS 024-108 (Volume 17, Number 3) class schedule is published 4 times per year (one in February, one in May, one in August, and one in November). The SCC Continuing Education class schedule is produced by the SCC Continuing Education Division, in cooperation with the SCC’s Public Information Office, 301 S. 68th Street Place, Lincoln, NE 68510. Application to mail at periodical postage rate has been approved at Lincoln, Neb. POSTMASTER: Send address changes to SCC Continuing Education, 301 S. 68th Street Place, Lincoln, NE 68510.
Continue learning online even if it’s chilly outside

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5 questions to ask today to prepare for tomorrow.

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

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

FREE TRAINING
The Gap Assistance program financial support for tuition and other eligible costs for approved, short-term training opportunities focused on employment.

Some of the Approved Programs
- Nursing Assistant
- Medication Aide
- Professional Truck Driving
- EMT
- GIS (Geographic Information Systems Technician)
- Welding
- Electrical Maintenance
- RN/LPN Refresher

For a full list of approved training opportunities or to contact us, visit www.southeast.edu/gap

REAL SOLUTIONS. READY WHEN YOU ARE.

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

Have an idea for a class that could be offered live online? Please submit your idea at: https://bit.ly/sccceonlinecourses
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Business Development
4 Accounting, Financials & Insurance
5 Agri-Business
5 Small-Business Essentials
6 Social Media for Business

Careers & Professional Development
7 Business Leadership
9 Professional Development
10 Real Estate/Pre-Licensure Preparation

Trades & Industrial Technology
11 Automotive
11 Electrical Maintenance & Coding
13 Forklift
13 Manufacturing
14 Fiber Optics
14 Welding

Health Care
15 CPR/Basic Life Support/First Aid
16 Emergency Medical Services
16 Health Care Providers CEUs
17 Health Occupations

Computers & Technology
18 Getting Started
20 Social Media
21 Programming & Networking
22 Software Applications
25 Web Development & Design

Online Learning
26 Ed2Go
26 UGotClass

Adult Education
27 Basic Education, GED® Preparation & English as a Second Language (ESL)

Personal Interest
28 Animals & Pets
30 Arts, Crafts & Hobbies
40 Bus Trips & Tours
40 Dance
41 Explore
41 Family Matters
43 Foods
46 Genealogy
47 Home & Garden
49 Languages
50 Mind & Body
51 Money Matters
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Questions?
Email continuinged@southeast.edu
Call 402-437-2700 or 800-828-0072

This class schedule is printed on recycled paper.
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.

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<td>Johnson</td>
<td>ACCT-7280-TCSA</td>
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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, set up and manage sales taxes, prepare estimates, perform job costing, work with Balance Sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.

A portion of this course allows for discussion and or tailoring of software for your organization’s needs. If personalized assistance is desired during the course, please bring your own documents and/or laptop. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

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<td>Johnson</td>
<td>ACCT-3514-TCSA</td>
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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, set up and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

This course does not configure or customize the software for your business or organization. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

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<td>8:30 a.m.-Noon</td>
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<td>Johnson</td>
<td>ACCT-7281-TCSA</td>
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Looking for Classes in your Area?
See pages 66-69 for the Course List by Region.

Location Key is on page 64.
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.

Key Concept: Accounting
Dec. 10 Th 8:30 a.m.-Noon $79
LIVE Online, Zoom ACCT-3516-TCFD
Jan. 21 Th 1-4:30 p.m. $79
LIVE Online, Zoom Johnson ACCT-3516-TCSA
March 18 Th 8:30 a.m.-Noon $79
LIVE Online, Zoom Johnson ACCT-3516-TCSA

Accounting Fundamentals Series / QuickBooks 2019 Series (Online—Ed2Go)
See page 26 for more information.

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

Participants will receive one-on-one training and assistance. Classwork will be both indoors and outdoors. Dress should be comfortable and appropriate for the situation, and overalls are recommended. Students are required to assist in handling cattle and restraining for practice AI. Please call 402-437-2700 to be added to list for class schedule.

NEW! Using Microsoft OneNote to Document Your Gardening Ideas & Knowledge
See page 48 for more information.

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

For more information about the SCC Focus Suites, see page 63, call 402-323-3629 or visit www.southeast.edu/entrepreneurship.

Business Plan Basics
Your boss wants you to work on a business plan to expand the business. Or, you want to start your own business. Wherever you are, you need this class. Learn how to take your business idea and develop a complete business plan ready to present. Discussion will include topics like identifying your product and customers, marketing your business, identifying your start-up and ongoing costs, how to obtain funding, and putting it all in a final business plan.

SCC staff tuition waiver does not apply.

Key Concept: Business
Feb. 17 W 6-9 p.m. $49
LIVE Online, Zoom Hurley BSAD-7309-TCSA

NEW! Sales Acceleration
Small-business owners will explore how to expand their innovative sales strategies. Discover how to reach new or expanding target markets. Class is tailored to the needs of participants.

Key Concept: Sales
Feb. 1-11 M, Th 6-8 p.m. $39
LIVE Online, Zoom Gamboa AREA-0260-TCSA

NEW! Financial Literacy
Financial well-being is a crucial part of any business, and understanding finances is vital for business success. Financial Literacy provides participants with practical knowledge, skill-building opportunities and resources to manage your business finances with confidence. Topics covered are budgeting, spending, debts, investments, and insurance.

Key Concept: Financial
March 3 W 5:30-8 p.m. $25
LIVE Online, Zoom Dunagan AREA-0159-TCSA

Getting Ready to Start My Business
With various unknowns this past year, businesses have had to accommodate. This course will cover establishing your brand, defining your target market and adjusting your messaging, the customer experience, implementing a Facebook® strategy, setting goals, and developing a marketing plan to move forward.

Key Concept: Business
Feb. 2 T 5:30-8 p.m. $29
LIVE Online, Zoom Dunagan AREA-0160-TCSA

Courses are subject to change.
Introduction to Marketing Skills
This is a hands-on introduction to basic-to-moderate marketing skills and tools aimed to help small businesses, online endeavors and personal branding to cultivate a following and make an impact in their respective markets. This course is designed to help you flesh-out your large idea(s), make them tangible and develop an immediate action plan. We will cover social media, blogging, online videos, email marketing, community strategy, target markets, images, copy writing, and more.

SCC staff tuition waiver does not apply.

**Keyword: Marketing**
Jan. 11 M 6-9 p.m. $49
LIVE Online, Zoom Roush BSAD-7293-TCSA

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
- Marketing 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

NEW! Blogging for Beginners
See page 53 for more information.

Publish Your Writing
See page 54 for more information.

Perk Up Thursday Weekly Coffee
Jan. 7-March 25 • 10-11 a.m.
Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a speaker who shares real stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started in their business, what they have learned along the way (the good, the bad, and sometimes the ugly), and what keeps them perked up and passionate about what they do!

NOTE: Perk Up Thursday is held in the Focus Suites Commons (Third Floor, 285 S. 68th St. Place, Lincoln) 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!

Introduction to Grant Writing
See page 10 for more information.

Adobe Spark / Canva
See page 23 for more information.

Accounting for Business Owners
See page 5 for more information.

Working with QuickBooks Online
See page 4 for more information.

NEW! Outlook or Gmail? Which is Best for Your Business?
See page 24 for more information.

Let’s Do Lunch Series:
Basic Zoom, How to Host a Meeting on Zoom, NEW! Exploring Apps (Workplace Skills)
See pages 54-55 for more information.

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

LinkedIn® account and log-in information required.

Keyword: LinkedIn
Jan. 5 T 1-4 p.m. $59
LIVE Online, Zoom Siefkes BSAD-6499-TCSA
Jan. 9 M 9 a.m.-Noon $59
LIVE Online, Zoom Siefkes BSAD-6499-FCSB

Feb. 10 W 1-4 p.m. $59
LIVE Online, Zoom Siefkes BSAD-6499-TCSC

March 9 T 1-4 p.m. $59
Falls City, FCLC, Main Siefkes BSAD-6499-TCSCA
March 25 Th 1-4 p.m. $59
LIVE Online, Zoom Siefkes BSAD-6499-TCSA

NEW! Blogging for Beginners
See page 53 for more information.

Introduction to Marketing Skills
See page 6 for more information.

Social Media for Business Certificate (Online—UGotClass)
See page 26 for more information.

Adobe Spark / Canva
See page 23 for more information.

Further information can be found on the website: www.southeast.edu/entrepreneurship.
Business Leadership

Communication & Team Development

Leadership Communication Essentials
Effective communication is essential in today's organizations. Individual contributors, team members and supervisors all must be able to successfully send and receive information using a variety of different tools. They also must be able to create understanding despite barriers to communication. Participants will learn communication skills such as listening and creating clear messages, as well as the best uses for common communication modes.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.

Keyword: Communication
March 16 T Noon-4 p.m. $149
Lincoln, CEC, 304 SKILZ GROUP
Registration Deadline: March 9 BSAD-7003-CESA

Developing Successful Employees & Teams
Successful leaders understand that regular coaching is integral to their job. We present coaching and training as part of an overall development process and show how to integrate both into other management processes. This enables managers to build their team all of the time, not just coach them when there is a problem that needs attention. The result is more productive, more effective teams. Participants will learn to use coaching to improve the performance of others.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Employee
Feb. 11 Th 8:30 a.m.-4:30 p.m. $229
Lincoln, CEC, 302 SKILZ GROUP
Registration Deadline: Feb. 4 BSAD-7164-CESA

Free Training

The Gap 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 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.

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

Leadership & Execution

Innovative Leadership
The quality of leadership can determine the culture, success and overall fate of an organization. Effective leadership is one of the most valuable training topics for those in a management role. This course is an interactive workshop that will focus on the following topics:

- The role of trust and transparency in creating high-performing teams that manage organizational changes effectively
- Four primary communication styles and how to master communicating with each style
- Coaching using a proven framework for providing feedback that motivates people to change
- Investing in your team’s professional development and what employees want out of their development programs

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class.

Keyword: Innovative
Feb. 10 W 8:30 a.m.-12:30 p.m. Hansen/Slagle $149
Beatrice, JAC, 215 BSAD-3039-BESA
Lincoln, CEC, 302 BSAD-3039-CESA
LIVE Online, Zoom BSAD-3039-TCSA
Registration Deadline: Feb. 3

March 24 W 5:30-9:30 p.m. Hansen/Slagle $149
Lincoln, CEC, 302 BSAD-3039-CESB
LIVE Online, Zoom BSAD-3039-TCSB
Registration Deadline: March 17

Save 10% when you send team members from your organization to any of our Lincoln BUSINESS LEADERSHIP classes.

Contact Dana Meyers for more information at dmeyers@southeast.edu

Space is limited. Register today!

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

For COVID-19 updates, visit www.southeast.edu/covid-19
Managing People & Projects

NEW! The Almost Perfect Employee
Your principal responsibility as a leader is to develop “almost perfect” employees, who can and will function effectively without constant monitoring and motivation. This six-hour course helps you accomplish this by offering you simple, powerful lessons drawn from the established art of delegation and the new science of persuasion, and then giving you the chance to practice these at crucial times in the employee development process.

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

Keyword: Perfect
March 11 Th 8:30 a.m.-3:30 p.m. Dechant $229
Lincoln, CEC, 302 BSAD-3037-CESA
LIVE Online, Zoom BSAD-3037-TCSA
Registration Deadline: March 4

Top 7 Tools to Help You Manage Projects
Are you interested in project management but don’t know where to start? This practical half-day workshop will give you the tools you need to get started on the road to success in basic project management. Home projects, work projects and volunteer projects.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Class is live-streamed from Lincoln.

Keyword: Projects
Jan. 20 W 8:30 a.m.-3:30 p.m. Slaight $229
Beatrice, JAC, 215 BSAD-3022-BESA
Lincoln, CEC, 302 BSAD-3022-CESA
Registration Deadline: Jan. 13

Business Writing
Focus on the creative process of writing and creating the “down draft.” You will explore the most effective email communication elements and reader-focused strategies for rather than drafting. Essential email creating the “down draft.” You will explore Focus on the creative process of writing and creating the “down draft.” You will explore and recognizing the most common types of difficult people and how to effectively deal with each, and apply techniques to make yourself a smaller target for their bad behavior.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Business
Dec. 3-10 Th 8:30 a.m.-12:30 p.m. Deems $229
Lincoln, CEC, 402 BSAD-3011-CEFA
Registration Deadline: Nov. 26

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

Courses are subject to change.

Working with Difficult People
To be honest, we all can be difficult some of the time. But what makes some people almost always unpleasant, uncooperative, uncommunicative, and uncompromising? We know who they are, and working with them is unproductive, frustrating and no fun at all. This training is loaded with practical tips guaranteed to make working with difficult people much easier. You’ll be able to recognize the difficult people in your life, understand why they behave as they do, identify the most common types of difficult people and how to effectively deal with each, and apply techniques to make yourself a smaller target for their bad behavior.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Difficult
Feb. 25 Th 8:30 a.m.-4:30 p.m. Sundermann $229
Beatrice, JAC, 215 BSAD-7315-BESA
Lincoln, CEC, 302 BSAD-7315-CESA
LIVE Online, Zoom BSAD-7315-TCSA
Registration Deadline: Feb. 18

Managing Risks in Projects
Every day, projects fail due to a lack of risk-management planning. Learn how to get ahead of those risks in your projects by utilizing tools that will be provided during this half-day workshop. Together, we’ll learn how to identify risk, how to deal with it and how to find opportunities. Increase your project success by putting these tools to work for you!

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

Keyword: Projects
Feb. 17 W 8:30 a.m.-3:30 p.m. Slaight $229
Lincoln, CEC, 302 BSAD-3024-CESA
LIVE Online, Zoom BSAD-3024-TCSA
Registration Deadline: Feb. 10

Managing & Resolving Conflict
Participants learn how to recognize different types of conflict and how to resolve it before it becomes 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 0.4 CEUs will be awarded for successfully completing this class.

Keyword: Conflict
Jan. 19 T Noon-4 p.m. SKILZ $169
Lincoln, CEC, 302 BSAD-7759-CESA
LIVE Online, Zoom BSAD-7759-TCSA
Registration Deadline: Jan. 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.

Keyword: Supervisor
Jan. 27 W 8:30 a.m.-4:30 p.m. Dechant $229
Beatrice, JAC, 215 BSAD-7158-BESA
Jan. 28 Th 8:30 a.m.-4:30 p.m. Dechant $229
Lincoln, CEC, 302 BSAD-7158-CESA
LIVE Online, Zoom BSAD-7158-TCSA
Registration Deadline: Jan. 21

March 27 S 8:30 a.m.-4:30 p.m. Dechant $229
Lincoln, CEC, 214 BSAD-7158-BESA
LIVE Online, Zoom BSAD-7158-TCSB
Registration Deadline: March 20

NEW! How to Thrive in a VUCA World
Volatility. Uncertainty. Complexity. Ambiguity. In times of heightened uncertainty, many people are just hoping to survive until the storms pass, and the smooth sailing happens again. But what if life is one storm of uncertainty after another with no realistic end in sight? This course provides the necessary navigation skills for travel through the storms and for turning them into opportunities for growth, change, innovation, excitement, and fulfillment. Students will be introduced to the latest findings in Interpersonal Neurobiology, a multidisciplinary framework for awareness and growth both personally and professionally.

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

Keyword: VUCA
Feb. 23 T 8:30 a.m.-3:30 p.m. Matacio $229
Beatrice, JAC, 215 BSAD-3038-BESA
Lincoln, CEC, 302 BSAD-3038-CESA
LIVE Online, Zoom BSAD-3038-TCSA
Registration Deadline: Feb. 16
How to Lead Projects

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

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Class is live-streamed from Lincoln.

Keyword: Lead

March 17    W  8:30 a.m.-3:30 p.m.  $229
Beatrice, JAC, 215
Lincoln, CEC, 302
Registration Deadline: March 10

How to Lead Projects

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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Thinking

March 18    Th  8:30 a.m.-3:30 p.m.  $229
Beatrice, JAC, 215
Lincoln, CEC, 302
Registration Deadline: March 11

Keyword: Inclusive

Being Radically Inclusive: It’s Not So Radical

Everybody knows a little about a growing field of knowledge called Diversity, Equity and Inclusion (DE&I), but what has your experience involved? In this interactive workshop, you will take a deep look into how to address them, and how to appreciate and practice modern-day mindfulness meditation or yoga, it is a way of being in our health, and caring for others, we can lose our center. Mindfulness is not just meditation or yoga, it is a way of being in the world. In this workshop, learn about and practice modern-day mindfulness by exploring a grounding technique, best practices and everyday applications. Come away with a clearer directive for the days that lie ahead.

Keyword: Refocus

Jan. 26-Feb. 9    T  10-11:30 a.m.  $99
LIVE Online, Zoom
Post Registration Deadline: Jan. 22  BSAD-3033-TCSA

March 25-April 8    Th  10-11:30 a.m.  $99
LIVE Online, Zoom
Post Registration Deadline: March 23  BSAD-3033-TCSB

New! Personal & Professional Refocus

With many stressors competing for our time, life can seem overwhelming. In the buzz of work, family, physical distancing, protecting our health, and caring for others, we can lose our center. Mindfulness is not just meditation or yoga, it is a way of being in the world. In this workshop, learn about and practice modern-day mindfulness by exploring a grounding technique, best practices and everyday applications. Come away with a clearer directive for the days that lie ahead.

Keyword: Refocus

Jan. 26-Feb. 9    T  10-11:30 a.m.  $99
LIVE Online, Zoom
Post Registration Deadline: Jan. 22  BSAD-3033-TCSA

March 25-April 8    Th  10-11:30 a.m.  $99
LIVE Online, Zoom
Post Registration Deadline: March 23  BSAD-3033-TCSB

Professional Development

Process Improvement Certification

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

(4.9 CEUs) Individuals who successfully complete the class will be certified.

Gap Assistance Program is Available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. Class meets Week 1, Feb. 17 and 18; Week 2, March 23-25; and Week 3, April 13 and 14.

Keyword: Improvement

See Desc.  8:30 a.m.-4:30 p.m.  $2,200
Lincoln, CEC, 303
Gengenbach
Registration Deadline: Feb. 10  BSAD-7703-CESA

空间有限，报名要快！

我们正在为您提供安全的环境！

请访问www.southeast.edu/covid-19

查看课程列表并了解地区。

位置键在第64页。
Process Excellence
The Six Sigma Yellow Belt Certification is designed for those new to the world of Six Sigma who may have a general interest or a need to learn about Yellow Belt. Yellow Belts can be entry-level employees that seek to improve their work or executive champions who require an overview of Six Sigma and DMAIC. This certification adopts the approach of advancing the concept and potential of using Six Sigma tools and methodologies with an organization.

(0.8 CEUs) Individuals who successfully complete the class will be certified.

Keyword: Excellence
Jan. 27 W 8 a.m.-5 p.m. $375
Lincoln, CEC, 303 Gengenbach
Registration Deadline: Jan. 20 BSAD-7140-CESA

Let’s Do Lunch Series:
Basic Zoom, How to Host a Meeting on Zoom, NEW! Exploring Apps (Workplace Skills)
See pages 55-56 for more information.

NEW! Blogging for Beginners
See page 53 for more information.

Business Plan Basics
See page 5 for more information.

Introduction to Marketing Skills
See page 6 for more information.

Publish Your Writing / Speechcraft / Enhance Your Public Speaking
See page 54 for more information.

Food Protection Manager Online Class Online
See page 46 for more information.

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

Real Estate/Pre-Licensure Preparation

LARABEE
School of Real Estate

Developing Professional Conduct and Ethical Practices is a highly interactive ethics and professional conduct program that will help new licensees gain competency in handling real estate transactions. Participants will be actively involved in viable case studies, as well as group discussion regarding ethics issues. This is the required 6-hour pre-licensing course that must be taken along with the 60 hours of courses needed prior to sitting for the real estate exam.

Real Estate Practice Post-Licensing Courses is a program designed to provide students with the basics of the real estate business. This 12 hour course is required by the NREC and must be completed within 180 days of passing the real estate licensee test. The course is broken into 4 areas of study; however it is offered as one course and may not be taken separately.

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

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

Real Estate Finance, Continuing Education Classes, Broker Classes Classes Available
Automotive

Troubleshooting Automotive Electrical System
This class covers basic principles and applications of electronic circuits, electromagnetism and the safe use of a digital multimeter when measuring Volts, Amperes and Ohms. Includes circuit theory to understand Ohm’s Law for Series, Parallel and Series Parallel circuits; the design, safe operation and testing of lead acid storage batteries; troubleshooting electrical problems; and how to read wiring schematics. (0.6 CEUs) Training consists of three hours lecture and three hours lab. Safety glasses must be worn at all times by students while in the shop, and loose clothing and jewelry are not allowed to be worn in the shop.

Keyword: Automotive
Dec. 8-10 T, Th, Milford, CCDW, 116 6-9 p.m. Vavra AUT-7300-MLFB
Feb. 9-11 T, Th, Milford, CCDW, 116 6-9 p.m. Vavra AUT-7300-MLSA
April 6-8 T, Th, Milford, CCDW, 116 6-9 p.m. Vavra AUT-7300-MLSB

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

Keyword: Automotive
Jan. 6-Feb. 3 W, 6:30-9:30 p.m. Milford, ETC, 127 Mabon AUTB-3145-MLSA

Electrical Fundamentals
This three-day seminar covers electrical fundamentals from a troubleshooting perspective. Learn what to expect in operational series, parallel and combination circuits through measuring voltage, resistance and current flow with digital multimeters. Topics include electrical terminology, Ohm’s Law, schematic reading, components, wiring, and safe work practices. (2.4 CEUs) To help develop and retain skills, 50% of the time is hands-on using custom training consoles. Gap Assistance program is available to those who qualify. See page 26 or visit www.southeast.edu/gap for assistance options. Nebraska City Residents: See page 6 for the Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.

Keyword: Electrical
Dec. 4-18 F, Falls City, FCC, 102 8 a.m.-5 p.m. $629 ELEC-6075-FCA
Dec. 8-10 T, W, Th, Lincoln, CEC, 415 8 a.m.-5 p.m. $629 ELEC-6075-CEF
Jan. 12-14 T, W, Th, Beatrice, KEN, 334 8 a.m.-5 p.m. $629 ELEC-6075-BEA
Jan. 19-21 T, W, Th, Lincoln, CEC, 415 8 a.m.-5 p.m. $629 ELEC-6075-BESA
Feb. 23-25 T, W, Th, NE City, NCLC, 103 8 a.m.-5 p.m. $629 ELEC-6075-NSCA

Motor Control & Relay Logic
Prerequisite: Electrical Fundamentals (ELEC-6075) or equivalent
Three-phase motors, motor starters, wiring, relays, timers, schematics, wiring diagrams, industrial symbology, relay logic, and timer circuits will be covered using discussion and hands-on training equipment. (2.4 CEUs) Digital multimeters are provided. However, learn more by bringing the digital multimeter you normally use. Gap Assistance program is available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: Electrical
Dec. 15-17 T, W, Th, Beatrice, KEN, 334 8 a.m.-5 p.m. $629 ELEC-6076-BEA
Feb. 2-4 T, W, Th, Lincoln, CEC, 415 8 a.m.-5 p.m. $629 ELEC-6076-CEA
March 2-4 T, W, Th, Beatrice, AEC, 134 8 a.m.-5 p.m. $629 ELEC-6076-BESA

Variable Frequency Drives (VFD) for Electricians
Prerequisite: Basic understanding of three-phase motors
Training consists of three hours lecture / three hours lab covering Variable Speed Motor Controls applicable to the Electrical trade. This is an excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one’s daily work. (0.6 CEUs) This training can be used to fulfill a portion of the bi-annual, non-code recertification as prescribed by the Nebraska State Electrical Division.

Keyword: VFD
March 5 F, Lincoln, CEC, 406 8 a.m.-3 p.m. $225 ELEC-7220-CESA

Variable Frequency Drives
This course gives maintenance technicians, specifiers and supervisors insights to basic theory, installation considerations, control wiring, and programming of parameters to utilize VFDs in industrial and commercial applications. An excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one’s daily work. (1.6 CEUs) The class is approximately 50% hands-on utilizing actual industry devices. Lunch is on your own. Gap Assistance program is available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: Variable
March 24-25 W, Th, Lincoln, CEC, 415 8 a.m.-5 p.m. $459 ELEC-6077-CESA

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

Register Today! Go to Index
Basic RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Knowledge of industrial machine controls
This three-day session will provide general background theory, applications information and programming practice for mechanics, technicians and engineers who specify or maintain PLC-based systems using RS Logic 500.

(2.4 CEUs) Class size limited to 12 to permit hands-on practice using Allen-Bradley PLCs and RSLogix 500 and RSLinx on training work stations. Gap Assistance program is available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: LOGIX
April 6-8 T, W, Th 8 a.m.-5 p.m. $659
Lincoln, CEC, 415 Aden ELEC-6078-CESA

Advanced RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Basic RS LOGIX 500, Allen-Bradley PLCs (ELEC-6078) or equivalent
This course is intended to provide the skills needed to write, enter and test ladder logic programs (RS LOGIX 500) using advanced programming instructions such as: comparison, move, program control, shift registers, data handling, sequencers, indirect addressing, interrupts, and other topics.

(2.4 CEUs) Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: LOGIX
May 4-6 T, W, Th 8 a.m.-5 p.m. $689
Lincoln, CEC, 406 Aden ELEC-6079-CESA

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

(3.2 CEUs) Lunch is on your own. Gap Assistance program is available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. Nebraska State City Residents: Check out the Job Enhancement Scholarship information on page 6.

Keyword: Pneumatics
Dec. 8-11 T, W, Th, F 8 a.m.-5 p.m. $699
NE City, NCLC, 102 Aden ELEC-6871-NCL
Feb. 7-10 M, T, W, Th 8 a.m.-5 p.m. $699
Beatrice, KEN, 3 1/4 Aden ELEC-6871-BESA
Feb. 15-18 M, T, W, Th 8 a.m.-5 p.m. $699
Lincoln, CEC, 406 Aden ELEC-6871-CESA

Basic RS5000/Logix Programming
Prerequisite: Basic RS LOGIX 500, Allen Bradley PLCs (ELEC-6078) or equivalent
Participants will receive an introduction to the “Logix” family of Allen-Bradley Controllers. Topics include an overview of Logix family hardware, an introduction to the RS5000 software, basic ladder logic programming, time, counter, math, compare, tags, organizing projects, uploading/downloading, online editing, and more.

(2.4 CEUs) Hands-on training provided with Allen-Bradley PLCs and custom designed training stations. Gap Assistance program is available for those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: Logix
May 25-27 T, W, Th 8 a.m.-5 p.m. $729
Lincoln, CEC, 415 Aden ELEC-6080-CESA

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

(2.4 CEUs) Class size is limited to 12 to permit hands-on practice using Automation Direct software and simulator workstations. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

Keyword: PLC
March 16-18 T, W, Th 8 a.m.-5 p.m. $659
Lincoln, CEC, 406 Aden ELEC-6331-CESA

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

(2.4 CEUs) Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

Keyword: PLC
April 20-22 T, W, Th 8 a.m.-5 p.m. $689
Lincoln, CEC, 415 Aden ELEC-6563-CESA

PLC Operator Interface Programming
Prerequisite: Familiarity with machine controls and a basic understanding of programming PLCs
Students will learn how to program an Industrial HMI Touch Panel for operator interface with various brands of PLCs. Entry and display of variables, operator prompts, statistical data display, and alarm messages will be developed and tested on the trainer console with PLC and AutomationDirect C-More HMI.

(2.4 CEUs) Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

Keyword: PLC
Dec. 1-3 T, W, Th 8 a.m.-5 p.m. $729
Lincoln, CEC, 415 Aden ELEC-6524-CESA
May 11-13 T, W, Th 8 a.m.-5 p.m. $729
Lincoln, CEC, 415 Aden ELEC-6525-CESA

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

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

Keyword: PLC
Jan. 15 F 8 a.m.-3 p.m. $225
Lincoln, CEC, 404 Aden ELEC-7218-CESA

Payment is due at time of registration for all non-credit classes.
Industrial Communications & Networking
This training will provide participants with an overview of common industrial networking protocols. Introduction the OSI model, TCP/IP, IP networking, switches and routing, and VLANs. Receive hands-on networking protocols. Introduction the with an overview of common industrial communications. This training will provide participants an overview of the Siemens PLC architecture and terminology with a comparison to Allen-Bradley. Learn basic programming of a Siemens PLC using the S7-1200 and TIA-Portal.

(2.4 CEUs)  

Keyword: Industrial  
May 18-20  T, W, Th  8 a.m.-5 p.m.  $895  
Lincoln, CEC, 405  Redler  ELEC-7346-CESA

Introduction to Siemens PLC Programming
This training will provide participants with an overview of the Siemens PLC architecture and terminology with a comparison to Allen-Bradley. Learn basic programming of a Siemens PLC using the S7-1200 and TIA-Portal.

(2.4 CEUs)  

Keyword: PLC  
May 25-27  T, W, Th  8 a.m.-5 p.m.  $895  
Lincoln, CEC, 405  Redler  ELEC-7347-CEUA

Fiber Optics
Certified Fiber Optics Boot Camp (CFOT, CFOS/S, CFOS/T)
This five-day boot camp includes three certified fiber optic courses (Certified Fiber Optics Technician, Certified Fiber Optics Specialist/Splicing, and Certified Fiber Optics Specialist/Testing & Maintenance).

Certified Fiber Optics Specialist/Splicing (CFOS/S)
Prerequisite: FOA CFOT course. Students must have successfully passed the basic CFOT course within the preceding 12 months of the date of this class or have renewed their FOA membership within that time frame prior to attending the course. This course includes a complete presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. This course is 85% hands-on training both in fusion and mechanical splicing of either single or multimode fiber optics cables.

Certified Fiber Optics Specialist/Testing & Maintenance (CFOS/T)
Prerequisite: FOA CFOT course. Students must have successfully passed the basic CFOT course within the preceding 12 months of the date of this class or have renewed their FOA membership within that time frame prior to attending the course. Course offers advanced training to anyone involved with the testing and maintenance of fiber optics networks. Involves 85% hands-on exploring the overall spectrum of testing and maintenance of single mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance.

Cost includes study materials, exam fees and textbooks for all three courses.  
Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver does not apply. Canceling this Boot Camp requires a minimum of eight days advance notice to receive a full refund. Courses are subject to change.

Keyword: Fiber  
March 15-19  M, T, W, Th, F  8 a.m.-7 p.m.  $2,200  
Lincoln, CEC, 403  ELEC-6065-CESA

Certified Fiber Optics Technician (CFOT)
Prerequisite: Able to see, identify and manipulate small items.

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

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

Students are required to purchase and bring textbook to class. It can be purchased at the SCC Campus Store at 8800 O St., Lincoln (402-437-2560) or online at www.sccbookstore.com. Please allow 7-10 days if requesting delivery. NSC Certificate of completion will be given following the examination and completion of the course.

Keyword: Forklift  
Dec. 5  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNF
Dec. 12  S  9 a.m.-2 p.m.  $99  
Falls City, FCLC, Welding Lab  Breidenstine  TRAN-3928-FCFB
Jan. 9  S  8:30 a.m.-1:30 p.m.  $99  
Milford, CCDW, 119  Breidenstine  TRAN-3928-MLSA
Feb. 6  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSA
Feb. 20  S  8:30 a.m.-1:30 p.m.  $99  
Beatrice, FOR, 109  Breidenstine  TRAN-3928-BESA
March 6  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSB
April 3  S  8:30 a.m.-1:30 p.m.  $99  
Milford, CCDW, 119  Breidenstine  TRAN-3928-MLSA
May 1  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSC
June 5  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNUA

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

Students are required to purchase and bring textbook to class. It can be purchased at the SCC Campus Store at 8800 O St., Lincoln (402-437-2560) or online at www.sccbookstore.com. Please allow 7-10 days if requesting delivery. NSC Certificate of completion will be given following the examination and completion of the course.

Keyword: Forklift  
Dec. 5  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNF
Dec. 12  S  9 a.m.-2 p.m.  $99  
Falls City, FCLC, Welding Lab  Breidenstine  TRAN-3928-FCFB
Jan. 9  S  8:30 a.m.-1:30 p.m.  $99  
Milford, CCDW, 119  Breidenstine  TRAN-3928-MLSA
Feb. 6  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSA
Feb. 20  S  8:30 a.m.-1:30 p.m.  $99  
Beatrice, FOR, 109  Breidenstine  TRAN-3928-BESA
March 6  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSB
April 3  S  8:30 a.m.-1:30 p.m.  $99  
Milford, CCDW, 119  Breidenstine  TRAN-3928-MLSA
May 1  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNSC
June 5  S  8:30 a.m.-1:30 p.m.  $99  
Lincoln, LNK, M-8  Breidenstine  TRAN-3928-LNUA

Manufacturing
Nebraska Finishing Technologies Certification Program
This class uses state-of-the art virtual reality technology to provide hands-on training on increasing transfer efficiencies, decreasing material usage, spray booth maintenance, safety procedures, and environmental regulations. This technology shows each finisher how well they do within 1% for transfer efficiency and .5 mil for finish thickness. (0.6 CEUs) Participants completing this training by passing an exam will earn a five-year certification that can be used as an option to satisfy the federal certification standard and the Nebraska hazardous air pollutant best available control technology requirements.

Keyword: Finishing  
Dec. 5  S  8 a.m.-3 p.m.  $239  
Lincoln, CEC, 304  Jirovec  AUTB-6101-CEFB
March 13  S  8 a.m.-3 p.m.  $239  
Lincoln, CEC, 304  Jirovec  AUTB-6101-CESA
May 15  S  8 a.m.-3 p.m.  $239  
Lincoln, CEC, 304  Jirovec  AUTB-6101-CESB

Space is limited. Register today!
Basic Precision Machining
This course uses a practical approach to basic machining, including proper speed, feed rates and machine setups of lathes, mills and grinders.
(2.4 CEUs) Participants must bring their own safety glasses, calculator and materials for taking notes. No shorts or open-toed shoes allowed. No outside projects are used in class. In the course, each student will make the designated class project. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit with the PMA program director. Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage machine components. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

Instructor assistance is available.
There are no project completion requirements. This is a machine shop class designed to further help student development. There is a minimum experience of industrial duty equipment in class. In the course, each student will make the designated class project. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit with the PMA program director. Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage machine components. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options. Instructor assistance is available.

Advanced Precision Machining
Prerequisite: Students must be currently enrolled in or have graduated from the SCC Precision Machining and Automation program. All others must get permission from the PMA program director before enrolling. This is a machine shop class designed to enhance individual skills. Students work on their own projects brought from home. Projects also can be supplied by the College to further help student development. There are no project completion requirements. Instructor assistance is available.

All projects must be approved by the Precision Machining and Automation Technology program director. Operation of CNC equipment by persons who are not currently enrolled in the PMA program is not permitted without a review of the individual's ability, which will be conducted by the PMA program director or designated instructor. Students must bring their own safety glasses. No shorts or open-toed shoes allowed. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit with the PMA program director. Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage machine components. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

Keyword: Precision
Feb. 8-April 5 M 6-9 p.m. $169
Milford, ETC, 102A Beck
No class March 15 MACH-6142-MLSA

WELDING
Basic Welding
This is an opportunity to learn basic welding skills and for experienced welders to enhance their skills. Classes include safe operation of stick, Mig, Tig and Oxyacetylene welders and related shop equipment through hands-on practical welding experiences.
(2.4 CEUs) Students will need to provide safety glasses, leather gloves, arc-welding helmet, and pliers. They must pass the shop safety test and wear leather boots, cotton pants/jeans (no shorts) and long-sleeve cotton shirt to remain in this class. Supplies can be purchased from the SCC Welding Technology program. Gap Tuition Assistance is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

For information on this class or for registration information, contact Caleb Berg at cberg@southeast.edu.

Gas Metal Arc Welding I (Steel)
This is an introduction to Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel, and welding processes on different joint configurations are included.
(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet, and pliers. For a credit registration form, contact 402-437-2700 or continuinged@southeast.edu.

NE Residents $166.50/Non-residents $198
Jan. 11-April 12 M 5:30-9:10 p.m. See Above
Desbor, DESH, Shop Hatzenbuehler
No class Jan. 18 & March 15 WELD-1000-OCSC

Gas Metal Arc Welding II (Aluminum)
Prerequisite: Successful completion of WELD-1000 or appropriate AWS Certification
This class is intermediate to advanced instruction in Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, supplies from welding of aluminum and welding processes on different joint configurations are included.
(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, contact 402-437-2700 or continuinged@southeast.edu.

NE Residents $166.50/Non-residents $198
Jan. 13-April 7 W 5:30-9:10 p.m. See Above
Desbor, DESH, Shop Hatzenbuehler
No class March 17 WELD-1010-OCSC

Customized Welding Training Offered for Your Company
Looking to improve welding skills and techniques for your employees? SCC’s Workforce Solutions can work with your company to customize training for your business.

Contact Caleb Berg, Workforce Solutions, at 402-437-2508; 800-828-0072, ext. 2508; or cberg@southeast.edu. For welding training for individuals, please see the Basic Welding class.
First Aid HeartSaver®
This AHA course teaches management of illness and injuries in the first few minutes until professional help arrives. This course is recommended for people who respond to first aid emergencies in the workplace.

This class meets the day care first aid requirement.

<table>
<thead>
<tr>
<th>Jan. 20</th>
<th>W</th>
<th>6-9:30 p.m.</th>
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<tr>
<td>Lincoln, CEC, 111</td>
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<td>HLTH-3204-CESA</td>
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<td>March 18</td>
<td>Th</td>
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<td>$49</td>
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<td>Lincoln, CEC, 111</td>
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<td>HLTH-3204-CESA</td>
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</table>

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

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

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

<table>
<thead>
<tr>
<th>Dec. 10</th>
<th>Th</th>
<th>6-6:45 p.m.</th>
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<td>Lincoln, CEC, 111</td>
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<td>Lincoln, CEC, 111</td>
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<td>HLTH-3220-HBSA</td>
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</table>

CPR (Community)
This AHA HeartSaver® course teaches CPR, AED, foreign-body airway obstruction, and barrier devices for adults, children and infants. This course is recommended for those who want to be prepared for an emergency in any setting.

This class meets the day care CPR requirement.

<table>
<thead>
<tr>
<th>Jan. 27</th>
<th>W</th>
<th>6-9:30 p.m.</th>
<th>$49</th>
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<td>Lincoln, CEC, 111</td>
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<td>HLTH-3219-CESA</td>
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Payment is due at time of registration for all non-credit classes.

Courses are subject to change.

Looking for classes in your area? See pages 66-69 for the Course List by Region.

Location Key is on page 64.
Health Care

CPR - HeartCode® Basic Life Support Online + Skills Session

HeartCode® BLS is for healthcare professionals seeking an alternative method for completing a BLS course. This AHA CPR-Basic Life Support course is now offered in a convenient online format as an alternative method for certification. Online courses are perfect for those who need recertification or those with difficult schedules. Once you are registered for a specific skills session date (listed below), you will receive a non-refundable AHA key for the online portion via email. Complete the online portion, then print your HeartCode® BLS completion certificate and bring it when you meet for the skills session.

- Include your email address with your registration so we can email you the appropriate key. Online keys will be emailed approximately one week prior to skills date.
- You need to bring your AHA Part 1 HeartCode® BLS Online Course Completion Certificate to be admitted to the Skills Session.
- This course is for health care providers (Nurses, EMTs, doctors, lifeguards, etc.).

Keyword: CPR

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Provider Code</th>
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<td>Nov. 24</td>
<td>T 6-7:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3253-HBFK</td>
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<td>HLTH-3253-HBFL</td>
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<td>Dec. 9</td>
<td>W 6-7:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
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<td>HLTH-3253-HBFA</td>
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<td>Feb. 10</td>
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<td>HLTH-3253-HBSF</td>
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<td>Feb. 19</td>
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<td>HLTH-3253-HBSG</td>
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<td>HLTH-3253-HBHS</td>
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<td>March 1</td>
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<td>March 6</td>
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<td>March 31</td>
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<td>Lincoln, CEC, 111</td>
<td>HLTH-3253-HBSN</td>
</tr>
</tbody>
</table>

Space is limited. Register today!

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

Emergency Medical Services

EMT Medical/Trauma Assessment Scenarios

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

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

EMS Instructor Course

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

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

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

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

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

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

Health Care Providers

CEUs

Southeast Community College Continuing Education is an approved provider of nursing continuing professional development by Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

For a full list of continuing education (CEU) courses, please visit http://bit.ly/cenursingprofessionals.

For questions, email continuings@seoutheast.edu.

RN/LPN Refresher

We can help you renew your nursing career. This course is designed to restate or reactivate your license and meets the requirements for a refresher course as outlined by the Nebraska Board of Nursing.

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

This course consists of 60 contact hours of online learning. Also required are 90 hours of skills/lab and clinical. This course will run approximately 16 weeks. To use this course to restate your nursing license, you must successfully complete the lecture, lab and clinical portions of the course. This course will include the mandatory eight-hour IV training that is required of all LPNs.


Courses are subject to change.
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 eight-hour didactic course on IV therapy by August 2022. AND, if you wish to practice IV therapy, you must take both an approved eight-hour didactic IV therapy course and an approved IV therapy skills course. RNs also are welcome to take these classes.

Intravenous Therapy: Current Standards of Practice 1 (Online Course)

This eight-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 eight-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.


Trauma Nursing Core Course

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

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

Successful completion of the course requires 80% or greater on the multiple choice exam and 70% or greater on the skill station evaluation. RN candidates with successful completion will receive the ENA TNCC four-year provider verification card. All attendees will be awarded a contact hour certificate with appropriate contact hours. 17.65 contact hours are awarded for course completion. The TNCC Seventh Edition represents ENA’s continued commitment to uphold its belief statements and provide quality, evidence-based trauma education for nurses worldwide. The Emergency Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.


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 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 also are welcome to take this class.

(1.0 CEU) 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 continuined@southeast.edu. To register and pay, go to http://bit.ly/RegisterCE.

Health Care 17
Computers & Technology

GETTING STARTED

INTRODUCTORY CLASSES

One-on-One Computer Training: 3 Hours

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

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

Keyword: Computer

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

Basic Computer

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

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

Keyword: Computer

Jan. 16-Feb. 13 S 8:15-11:15 a.m. $159
Lincoln, CEC, 407 J. Olson OFFT-3502-CESA
Feb. 9-23 T, Th 5:15-8:15 p.m. $159
Lincoln, CEC, 407 J. Olson OFFT-3502-CESB

Intermediate Computer

Prerequisite: Basic Computer (OFFT-3502)

Maximize your computer knowledge! Learn the importance of deleting unnecessary internet files, maintaining disks, defragmenting, troubleshooting, and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the interface features of Windows 10.

Keyword: Computer

Feb. 20-March 20 S 8:15-11:15 a.m. $159
Lincoln, CEC, 407 J. Olson OFFT-6424-CESA

Windows 10

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

Keyword: Windows

Jan. 19-26 T, Th 1:30-4:30 p.m. $159
Lincoln, CEC, 407 J. Olson OFFT-6890-CESA

How Do You Back Up a Computer?

Learn the basics of backing up a computer, including a simple data backup to a total “restore” of the Operating System. Learn the different avenues and the advantages of each, i.e., disk, flash drive, external hard drive, and the web. Learn through our discussion how to do it on your desktop at home or you may bring your own computer to follow along step by step.

If you bring your own computer, please bring along a 32GB flash drive or an external hard drive (120GB or larger). Basic computer knowledge and skills are needed to be successful.

Keyword: Computer

Feb. 13 S 3:30-5:30 p.m. $29
NE City, NCLC, 102 McKinney AREA-0888-NCSA

Computer Basics 101

This is a hands-on class in a non-threatening environment for the person who did not grow up in a technological world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the internet.

Class size is limited, and pre-registration is required.

Keyword: Computer

Feb. 9-17 T, W 7-9 p.m. $149 NE City, NCLC, 104 McKinney AREA-1000-NCSA

Classes for Seniors

Introduction to Personal Computers for the Senior Citizen I

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

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

Keyword: Computer

Feb. 9-March 2 T, Th 1:30-4:30 p.m. $159
Lincoln, CEC, 407 J. Olson OFFT-3503-CESA

Introduction to Personal Computers for the Senior Citizen II

Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience

We will expand on the topics of safely navigating the World Wide Web, find helpful information/locations on the Web and save/download items to your hard drive. We will organize email and gain confidence with attachments, explore the help categories on your hard drive, protect and save your information to various removable storage devices, and customize your desktop, start menu and taskbar to make your computer quick and easy to use.

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

Keyword: Computer

March 9-30 T, Th 1:30-4:30 p.m. $159
Lincoln, CEC, 407 J. Olson OFFT-3504-CESA

NEW! Let’s Do Lunch: Exploring Apps (Savvy Seniors!), Video Chatting with Family & Friends

See page 55 for more information.

FREE TRAINING

See page 6 for information on the Gap Assistance program or visit www.southeast.edu/gap for additional options.

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

Computers & Technology

www.southeast.edu/continuing

Register Today! Go to Index
Mac for Beginners

This introductory course is for those with little or no previous computer experience and teaches skills to get students up and running. You will become familiar with the basic operation of the Apple Macintosh operating system. Subjects covered include introducing the Mac interface, using and navigating with the mouse (click, double-click, and click and drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons.

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

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<th>Start Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>Feb. 8-10</td>
<td>M, W</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 404</td>
<td>Kunce</td>
<td>GDMA-3612-CESA</td>
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</table>

Macintosh Basics

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

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

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

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<td>March 15-17</td>
<td>M, W</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 404</td>
<td>Kunce</td>
<td>GDMA-3575-CESA</td>
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</table>

Intermediate Mac

Prerequisite: Macintosh Basics (GDMA-3575) or equivalent experience

This course will expand your basic Macintosh skills. Topics include basic maintenance, troubleshooting, backup strategies, disk repair and other tools to get the most out of your Mac. Learn tips and techniques to expand your computing skills. You also will learn how to increase the efficiency and security of your computer.

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

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<tr>
<td>April 5</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 404</td>
<td>Kunce</td>
<td>GDMA-3578-CESA</td>
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Windows to Mac Transition

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

No book required.

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<td>April 12</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Lincoln, CEC, 404</td>
<td>Kunce</td>
<td>OFFT-6561-CESA</td>
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</table>

Apple ID, iCloud & Photo Management with Photos for Mac

Learn what options you have with your Apple ID including editing and sharing photos. Cloud services routinely backs up its data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your content and photos in the cloud.

Any iOS device, including iPad and iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release, is welcome. Be sure your device is fully charged. You will want to watch the Zoom on a desktop/laptop and have your mobile device fully charged.

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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>Jan. 20</td>
<td>W</td>
<td>6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>T. Jensen</td>
<td>LLXX-0680-TCSA</td>
</tr>
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</table>

Apple iPad Level 1

This hands-on course will help you get up and running with your iPad. Whether you have just purchased the iPad, want to learn how to get more out of the many features available or are deciding whether to purchase one, this course is for you!

Bring your iPad to class if you have one. Please ensure that your iPad is fully charged and registered on Apple before the class starts. Need assistance with registering your iPad? See the following link: www.apple.com/support/ipad/getstarted/. Bring your password to class.

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<th>Start Time</th>
<th>Location</th>
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<td>Jan. 25</td>
<td>M</td>
<td>6-8:30 p.m.</td>
<td>Plattsmouth, PLLC, 102</td>
<td>Warga</td>
<td>AREA-1380-PLSA</td>
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</tbody>
</table>

Windows to Mac Level 1

This course expands Macintosh Basics by giving you detailed instructions on connecting accessories; creating data backups; and troubleshooting. This course is for those who have some Macintosh skills. Topics include using and navigating with the mouse (click, double-click, and click and drag), using the keyboard, creating folders, organizing files, and troubleshooting.

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

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<th>Date</th>
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<th>Start Time</th>
<th>Location</th>
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<tr>
<td>Feb. 23</td>
<td>T</td>
<td>5:30-8 p.m.</td>
<td>Falls City, FCLC, 102</td>
<td>Steinhauser</td>
<td>AREA-1394-FCSA</td>
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</table>

Android devices.

This learning opportunity is for the person who wants one-on-one instruction on using a smartphone or smart device.

Subject-matter experts will work with you using a smartphone or smart device.

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

Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway!

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<td>Feb. 9</td>
<td>T</td>
<td>5:30-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Steinhauser</td>
<td>AREA-1393-TCSA</td>
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</table>

Smartphone Basics: iPhone

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

Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway!

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<td>Feb. 13</td>
<td>S</td>
<td>9-11:30 a.m.</td>
<td>NE City, NCLC, 105</td>
<td>McKinney</td>
<td>AREA-1393-NCSA</td>
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</table>

One-on-One Smart Device Training

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

Registration gives you up to one hour of personalized attention on the smart device that meets your specific need. After registration, a college representative will contact you to discuss your training needs. Training is scheduled at a time convenient for the student and instructor. Training is held at an SCC facility.

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<th>Date</th>
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<td>Feb. 13</td>
<td>S</td>
<td>12:30-3 p.m.</td>
<td>NE City, NCLC, 105</td>
<td>McKinney</td>
<td>AREA-1394-NCSA</td>
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</table>

Smartphone Basics: Android

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

This class is specific to Android users. Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway!

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<td>Feb. 23</td>
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<td>5:30-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Steinhauser</td>
<td>AREA-1394-TCSA</td>
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Space is limited. Register today!
Smartphone Next Level
Suggested Prerequisite: Smartphone Basics
Want to learn even more about your smartphone? With this Next Level class, we will review where we left off at the Smartphone Basics class and take it to a new level! Bring your questions and we will dig deeper into topics like managing your phone, how to reset it using apps and continual learning about calling and texting. Don’t have a smartphone? Come anyway!
Have your phone fully charged with access to your Gmail (Android) or Apple ID (iPhone).

Keyword: Smartphone
March 10 W 5:30-8 p.m. $35
LIVE Online, Zoom Steinhauser AREA-1396-TCSA

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

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

Keyword: iPhone
Jan. 12 T Noon-2 p.m. $29
LIVE Online, Zoom AREA-0894-TCSA
Jan. 21 Th 6-8 p.m. $29
LIVE Online, Zoom T. Jensen LLLX-0674-TCSA
Feb. 12 F Noon-2 p.m. $29
Plattsmouth, PLLC, 102 Warga AREA-0894-PLSA
Feb. 22 M 7-9 p.m. $29
LIVE Online, Zoom T. Jensen AREA-0894-TCSA

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

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

Keyword: iPhone
Jan. 28 Th 6-8 p.m. $29
LIVE Online, Zoom T. Jensen LLLX-0672-TCSA

Photography & Editing Using Your Mobile Device
See page 56 for more information.

NEW! Let’s Do Lunch: Exploring Apps (Health & Wellness, Workplace Skills, Savvy Seniors!)
See pages 54-55 for more information.

INTERNET

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

Keyword: Cloud
Feb. 9 T 6-8 p.m. $29
Beatrice, AEC, 215 McElhanan BBSX-1179-BESA

Online Buying & Selling
See page 41 for more information.

NEW! Online Grocery Shopping
See page 42 for more information.

NEW! Shuttefly / Shutterfly Photo Book Memories
See pages 32-33 for more information.

Digital Scrapbooking
See page 32 for more information.

Digitizing Memories
See page 56 for more information.

Let’s Do Lunch Series:
Basic Zoom, How to Host a Meeting on Zoom, Video Chatting with Family & Friends
See pages 54-55 for more information.

SOCIAL MEDIA

Facebook® is for You
Get face to face with Facebook®. Learn all the neat things this popular social media site can do. Surprise your children, grandchildren and friends with your newfound knowledge. Connect with relatives, friends and even high school and college classmates. Spruce up your profile with information and pictures, all while learning to use Facebook® safely.

You will need an email address to set up a Facebook® account.

Keyword: Facebook
Jan. 20 W 6-9 p.m. $29
LIVE Online, Zoom Hopwood AREA-1501-TCSA

Facebook® Tips & Tricks
This class is designed for anyone who is interested in Facebook® and all of its features. Come and explore this interesting social networking tool.

NOTE: This is a personal Facebook® class, not a business focus. Very important: Bring your Facebook® account and password information or mobile device that you can use to reset your password.

Keyword: Facebook
Jan. 19 T Noon-2 p.m. $24
LIVE Online, Zoom Warga AREA-1386-TCSA
Feb. 19 T Noon-2 p.m. $24
LIVE Online, Zoom Warga AREA-1386-TCSB
March 8 M 7-9 p.m. $24
LIVE Online, Zoom Warga AREA-1386-TCSC

NEW! Blogging for Beginners
See page 53 for more information.

Let’s Do Lunch Series:
Basic Zoom, How to Host a Meeting on Zoom, Video Chatting with Family & Friends
See pages 54-55 for more information.

LinkedIn® for Business: Basic
See page 6 for more information.

Social Media for Business Certificate (Online—UGotClass)
See page 26 for more information.

Adobe Spark / Canva
See page 23 for more information.

Looking for classes in your area?
See pages 66-69 for the Course List by Region.

Location Key is on page 64.
NEW! Front End Software Developer Bootcamp
In this 18-week Front End Software Developer bootcamp, students learn the skills and technologies necessary to enter the industry as a Front End Software Developer. Skills and technologies include JavaScript, ES6, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, Bootstrap, jQuery, AJAX, Responsive Web Design, ReactJS, JSX, NPM, Redux, AWS, and more.

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. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

NEW! Data Engineer Bootcamp
In this 26-week program, students take three courses to learn the skills and technologies necessary to become a data engineer. Skills and technologies include Python, OOP, Functional Programming, Hadoop, Cloudera, Spark, Dask, IaaS, AWS, Building Data Lakes, Sqoop, Flume, Kafka, and more.

For anyone interested in this program, take our free and optional assessment and learn more information at www.southeast.edu/coding-boot-camp. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.

CompTIA A+ Core 1 & 2
The A+ course prepares an individual for both of the A+ certification exams. The exams are designed to certify the competency of entry-level service technicians, and the A+ certification signifies that the certified individual possesses the knowledge, skills and customer relations attributes necessary to be a successful computer technician. The A+ course covers a broad range of hardware and software technologies (not related to any vendor-specific products).

Core 1 covers material for exam 220-1001. Core 2 covers material for exam 220-1002. Required books are available at the SCC Campus Store, 8800 O St., Lincoln, or www.sccbookstore.com. This class is taught from the official CompTIA A+ training student material by certified instructors. If the student decides to take the certified A+ exams at the conclusion of the class, two exams are required: (1) Essentials (220-1001) and (2) Practical Application (220-1002). Cost for these certified exams are separate. Payment plans available! Contact the Business Office at 402-437-2558 for details. Gap Assistance program is available to those who qualify. See page 7 or visit www.southeast.edu/gap for assistance options.
NEW! CCNA 1: Introduction to Networks
No prerequisites required
Begin preparing for a networking career with this introduction to how networks operate. This first course in the three-course CCNA series introduces architectures, models, protocols, and networking elements, functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. You’ll even get the chance to build simple local area networks (LANs) yourself. You’ll have a working knowledge of IP addressing schemes, foundational network security, and be able to perform basic configurations for routers and switches.

This course will be offered in Summer 2021.

NEW! CCNA 2: Switching, Routing & Wireless Essentials
Prerequisite: CCNA 1: Introduction to Networks or equivalent knowledge
Delve further into the world of networking with the second CCNA course in a threecourse series. This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. You’ll perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

This course will be offered in Summer 2021.

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

This course will be offered in Fall 2021.  

Certificate in Structured Query Language (SQL) (Online—UGotClass)
See page 26 for more information.

SOFTWARE APPLICATIONS

Introduction to Crystal Reports (Online—Ed2Go)
See page 26 for more information.

ADOBE

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

Adobe Acrobat DC Pro
Prerequisite: Word Basic or equivalent experience
Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! Learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page layout application, scanned document, Web page, or digital photo can be converted to Adobe PDF using Acrobat software. Learn the best way to create a PDF for specific situations.

No book required. Lunch is on your own.

Keyword: Adobe
Feb. 12
Lincoln, CEC, 402
$159

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

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

Keyword: Illustrator
April 6-8
8:30 a.m.-Noon
$159
Lincoln, CEC, 402
Johnson
GDMA-6975-CESA

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

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

Keyword: InDesign
Feb. 10-17
8:30 a.m.-4:30 p.m.
$159
Lincoln, CEC, 402
Guthard
GDMA-3697-CESA

For COVID-19 updates, visit www.southeast.edu/covid-19
Adobe InDesign: Streamlining Your Workflow
Prerequisite: Introduction to InDesign CC (GDMA-3697)
This class introduces the more advanced features of InDesign CC that will make your workflow more effective and efficient. Features such as applying and adjusting effects, object styles and effects, blending modes, auto-fitting, clipping paths and alpha channels, and a brief look at interactive PDFs will be presented.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.

**Keyword: InDesign**
March 24 W 8:30 a.m.-12:30 p.m. $89
Lincoln, CEC, 402 Guthard GDMA-7276-CESA

Adobe InDesign: Exploring Graphic Features
Prerequisite: Introduction to InDesign CC (GDMA-3697)
This class introduces the more advanced features of InDesign that will give your projects an impactful design edge. Features such as applying and adjusting effects, object styles and effects, blending modes, auto-fitting, clipping paths and alpha channels, and a brief look at interactive PDFs will be presented.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.

**Keyword: InDesign**
March 10 W 8:30 a.m.-12:30 p.m. $89
Lincoln, CEC, 402 Guthard GDMA-7278-CESA

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

Lunch is on your own.

**Keyword: Adobe**
March 13 S 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 402 Beck GDMA-7703-CESA

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

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.

No book required. Lunch is on your own in full-day class.

**Keyword: Photoshop**
Feb. 27 S 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 402 Beck GDMA-3620-CESA
March 9-11 T, Th 9 a.m.-12:30 p.m. $159
Lincoln, CEC, 402 Kunce GDMA-3620-CSBP

Introduction to Adobe Photoshop Elements
Prerequisite: Experience in MAC or PC environment
In this introductory class of photo editing basics, students will learn the fundamentals of different tools and techniques used for image retouching and enhancement. You will learn to correctly resize and crop images and create image compositions.

Previous experience is not required, but basic computer skills are essential. You will need to download Adobe Photoshop Elements on your computer. Further instructional elements needed will be provided prior to class.

**Keyword: Photoshop**
March 24 W 5:30-9 p.m. $29
LIVE Online, Zoom Schutte AREA-0925-TCSA

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

**Keyword: Spark**
May 12 W 1-4 p.m. $69
Lincoln, CEC, 408 Guthard GDMA-7280-CESA

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

**Keyword: Canva**
May 5 W 9 a.m.-Noon $69
Lincoln, CEC, 402 Guthard GDMA-7285-CESA

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

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

**Keyword: Excel**
Jan. 22 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Jording OFFT-7166-CESA
Feb. 3 W 8:30 a.m.-4:30 p.m. $159
Beatrice, KEN, 334 Punko OFFT-7166-BESA
Feb. 5 T 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Jording OFFT-7166-CSBP
March 5 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Jording OFFT-7166-CESA

**Looking for Classes in your Area?**
See pages 66-69 for the Course List by Region.
**Location Key** is on page 64.
Computers & Technology

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

Keyword: Excel
Jan. 27 W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Maltas OFFT-7167-CESA
Feb. 10 W 8:30 a.m.-4:30 p.m. $159
Beatrice, KEN, 334 Punko OFFT-7167-BESA
Lincoln, CEC, 408 Maltas OFFT-7167-CESB
March 10 W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Maltas OFFT-7167-CESC

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

Keyword: Excel
Feb. 26 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Maltas OFFT-7168-CESA
March 26 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 Maltas OFFT-7168-CESC

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

Keyword: Excel
March 1 M 5:30-9 p.m. $79
LIVE Online, Zoom Hopwood OFFT-7235-TCSA

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

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

Outlook 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-Do lists and Notes.

Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

Keyword: Outlook
April 9 F 8:30 a.m.-12:30 p.m. $89
Lincoln, CEC, 402 Massey OFFT-7244-CESA

NEW! Using Microsoft OneNote to Document Your Gardening Ideas & Knowledge
See page 48 for more information.

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

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

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

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

For more information, contact Lora Ives, Workforce Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.
PowerPoint 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

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

Keyword: PowerPoint
March 19 F 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 407 Massey OFFT-7245-CESA

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

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

Keyword: Word
Feb. 24 W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 408 OFFT-7238-CESA
April 6-8 T, Th 5:30-8 p.m. $159
Lincoln, CEC, 408 OFFT-7238-CESB

Word 2016: Intermediate
Prerequisite: Word: Basic or equivalent experience

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

Keyword: Word
April 14 W 8:30 a.m.-4:30 p.m. $159
Lincoln, CEC, 407 OFFT-7239-CESA

Tips & Tricks: Word
Prerequisite: Basic Computer

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

Required textbook ordering information will be supplied after registration.

Keyword: Word
Feb. 15 M 5:30-9 p.m. $79
LIVE Online, Zoom Hopwood OFFT-7230-TCSA

QuickBooks

QuickBooks 2016 Series (Online—Ed2Go)
See page 4 for more information.

QuickBooks 2019 Series (Online—Ed2Go)
See page 26 for more information.

WEB DEVELOPMENT & DESIGN

Building a Website Level I
Prerequisite: Basic Computer (OFFT-3502) or equivalent experience

This class introduces basic concepts needed to create a website. It begins with an introduction to Web technologies and then provides a comprehensive overview of HTML5. In-class exercises focus on basic webpage layout, HTML5 syntax, text formatting, graphics, hyperlinks, and tables.

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

Keyword: Web
March 8-10 M, W, F 6-9:30 p.m. $159
Lincoln, CEC, 402 Olson INFO-3862-CESA
April 7-9 W, F 8:30 a.m.-Noon $159
Lincoln, CEC, 402 Johnson INFO-3862-CESB

Building a Website Level II
Prerequisite: Building a Website Level I (INFO-3862) or equivalent experience

This class picks up where Level I ends. Learn to create an attractive and organized website using HTML5 and Cascading Style Sheets. In-class exercises guide students through developing a full-fledged website using HTML5 and CSS.

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

Keyword: Web
April 13-15 T, Th Lincoln, CEC, 402 Olson INFO-3863-CESA
Lincoln, CEC, 402 Olson INFO-3863-CESB
May 12-14 W, F 6-9:30 p.m. $159
Lincoln, CEC, 402 Olson INFO-3863-CESB

WordPress

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

Keyword: WordPress
Feb. 8-10 M, W Lincoln, CEC, 402 Olson INFO-7296-CESA
Feb. 22-24 M, W 6-9:30 p.m. $159
LIVE Online, Zoom Olson INFO-7296-TCSA

SharePoint

If you are looking for basic SharePoint training, contact Lora Ives, Workforce Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.

Adobe Spark / Canva
See page 23 for more information.

Looking for Classes in Your Area?
See pages 66–69 for the Course List by Region.

Location Key is on page 64.

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

Space is limited. Register today!
Online Learning

Browse Courses in
Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical
Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing

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

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

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

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

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

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

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)

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.

Skills for the 21st Century

Providing opportunities for adult learners to strengthen their lives through educational experiences

Free Classes for Adults!

- **English as a Second Language**
- **GED® Prep**
- **Adult Basic Education**
  *(including math, reading and writing)*

We are dedicated to helping you build your skills for college and a career! Our FREE services can help you reach your educational and employment goals! Make your dreams a reality at Southeast Community College!

Classes available in:
- Beatrice
- Falls City
- Hebron
- Lincoln
- Nebraska City
- Tecumseh
- Wahoo
- York

For more information about class offerings, contact:
adultedu@southeast.edu
402-437-2840

Volunteer opportunities available.
In Lincoln, contact Vicki Carper at vcarper@southeast.edu.
Outside of Lincoln, contact Elizabeth Williams at ewilliams@southeast.edu.

www.southeast.edu/adulteducation
NEW! Sheep Farming 101
Learn the basics of how to keep sheep, which breeds of sheep to choose, what equipment you’ll need, and handling and basic health care. This course is very practical with plenty of hands-on experience.

Jan. 23 S 9 a.m.-Noon
Hebron, HNLC, 101
LIVE Online, Zoom

Backyard Chickens
Discover what you need to know to start your own backyard poultry flock. We’ll discuss caring for your baby chicks and what to do as they grow older and start laying eggs.

Feb. 23 T 6-8 p.m.
Hebron, HNLC, 101
LIVE Online, Zoom

Basic Pet Care: Dog & Cat
Want to learn more about caring for your furry loved one? Check out this basic course and find out more about such topics as vaccinations, diet, traveling with a pet, and so much more! We will give tips on how to keep your pet looking and feeling their best. Got a question about caring for your pet? Our instructor will help you find the answer.

Feb. 17 W 5:30-7:30 p.m.
LIVE Online, Zoom

Dog Agility
Our beginner agility class is a great way to further your bond with your dog. Introduce your dog to jumping, going through tunnels, walking a plank and paying attention to you. This is an indoor class!

All dogs will be on leash. DIRECTIONS TO TRAINING SITE: See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $70 + Sales Tax $3.85)

Jan. 16-Feb. 6 S 1-2 p.m.
Lincoln, KENL
Kenl Inn
LLLX-2107-OCSA

Dog Grooming: Beginning
Learn the basics of dog grooming. Have you ever wanted to try grooming your dog yourself? It’s pretty easy once you know some of the “tricks.” We will discuss toenails, ears, coat, and skin condition. Learn the proper tools to use on your own dog and how to make it a fun, positive experience for the both of you.

Please bring your own dog for the hands-on portion. DIRECTIONS TO TRAINING SITE: See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $55 + Sales Tax $3.03)

Jan. 5 T 6-8 p.m.
Lincoln, KENL
Kenl Inn
LLLX-1723-OCSA

Dog Grooming: Advanced
You can give your dog a haircut and it CAN look good! Really! You can do this! This class will show you how to use the clippers and/or scissors to get that professional finished look.

Beginning Grooming is NOT a prerequisite. Do NOT bring your own dog to this class. Kenl Inn will provide a demo dog. DIRECTIONS TO TRAINING SITE: See page 64 for class location. SCC staff tuition waiver does not apply.

Jan. 12 T 6-8 p.m.
Lincoln, KENL
Kenl Inn
LLLX-2109-OCSA

Jan. 9 T 6-8 p.m.
Lincoln, KENL
Kenl Inn
LLLX-2109-OCSA

Payment is due at time of registration for all non-credit classes.
Memories of Your Canine
letter and list of items to bring to class. Do your dog need to learn some manners? Help your dog be a better companion. Points Covered:

**Good Dog Class: Obedience Level 1**
Prerequisite: Good Dog Class: Obedience Level 1 (LLLX-2105)
Build on new knowledge and make your dog an even more responsive companion. Points covered: additional cues for behavior at a distance, longer stays, learning despite distractions, bonding games, and more.

**Agility 101**
Prerequisite: Dog must be at least 9 months old Class will cover specific skills that your dog needs before you begin obstacle training. The foundation skills covered will make your future agility training and sequencing much more enjoyable!

**Agility 102**
Prerequisite: Agility 101 Teach your dog to confidently negotiate basic agility obstacles. Simple handling skills will be introduced to prepare students for longer and more difficult skills.

**Agility 103**
Prerequisite: Agility 102 (LLLX-2106) This continuation of Agility 101 and 102 continues work on learning obstacles and building teamwork with your dog. Learn basic handling techniques to teach your dog how to negotiate sequences and simple patterns. Various agility styles and their rules will be discussed.

New! Capturing Moments & Memories of Your Canine
Discover tips for taking photos that are great quality as well as setting up a shot for photos that are perfect for framing or displaying.

Good Dog Class: Obedience Level 1

**Puppy Manners**
Does your puppy jump, chew and nip? The entire family is to attend this class with the 8-20-week-old puppy. Socialization, beginning obedience and general care are some of the topics that will be covered.

**Directions to Training Site:** See page 64 for class location. SCC staff tuition waiver does not apply.

**Good Dog Class: Obedience Level 2**
Prerequisite: Good Dog Class: Obedience Level 1 (LLLX-2105)
Build on new knowledge and make your dog an even more responsive companion. Points covered: additional cues for behavior at a distance, longer stays, learning despite distractions, bonding games, and more.

**Directions to Training Site:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $80 + Sales Tax $5.80)

Space is limited. Register today!
Beginning Novice Obedience for Competition

Prepare to enter your dog in competitions. Learn about AKC rules, attention exercises, off-leash work and many other facets of the obedience competitions. Students will start with novice skills and progress to novice exercises and off-leash work.

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. (Cost $80 + Sales Tax $5.80)

**Keyword:** Obedience

Feb. 24–March 31 W 8-8:50 p.m. $85.80
Lincoln, GRLN
Registration Deadline: Feb. 18 LLLX-1706-OCSA

Introduction to Rally Obedience

Prerequisite: Good Dog Class: Obedience Level 2 (LLLX-2079) or equivalent

Prepare your dog for a Novice Rally Obedience competition. The class will cover game rules, how to read course maps and signs, and navigating your dog through a complete course in a trial-like setting. At the end of the session, learn how to enter a titling trial.

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. (Cost $80 + Sales Tax $5.80)

**Keyword:** Rally

Jan. 11-Feb. 15 M 6:30-7:20 p.m. $85.80
Lincoln, GRLN
Registration Deadline: Jan. 7 LLLX-0715-OCSA

Feb. 24-March 31 W 5:30-6:20 p.m. $85.80
Lincoln, GRLN
Registration Deadline: Feb. 18 LLLX-0715-OCSB

Tracking

Prerequisite: Good Dog Class: Obedience Level 1 (LLLX-2105) or equivalent

Bond with your dog while doing what comes naturally to them. Tracking is something all breeds can do. Let us introduce you and your dog to the sport. There will be an opportunity for your dog to try their nose at these activities as well as watch an experienced demo dog.

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $80 + Sales Tax $5.80)

**Keyword:** Tracking

Jan. 16-Feb. 20 S 9-10:30 a.m. $85.80
Lincoln, PPK
Registration Deadline: Jan. 7 LLLX-1760-OCSA

Feb. 27-April 3 S 9-10:30 a.m. $85.80
Lincoln, PPK
Registration Deadline: Feb. 25 LLLX-1760-OCSB

SCENT Training

What is sniffing all about? It is amazing that a dog’s sense of smell is 10 to 100 million times more acute than humans! Teach your dog how to find an odor and communicate the location. All breeds benefit from this fun way to increase mental stimulation. Dogs love this class as they are the star!

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $80 + Sales Tax $5.80)

**Keyword:** Scent

Feb. 24–March 31 W 6:30-7:20 p.m. $85.80
Lincoln, GRLN
Registration Deadline: Feb. 18 LLLX-0070-OCSA

Nose Sampler

Curious to know about your dog’s nose? Come to this action-packed workshop to learn about three popular nose games currently being played: Barn Hunt, ScentWork and Tracking. There will be an opportunity for your dog to try their nose at these activities as well as watch an experienced demo dog.

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $25 + Sales Tax $1.84)

**Keyword:** Nose

Jan. 24 U 5-6:30 p.m. $26.81
Lincoln, GRLN
Registration Deadline: Jan. 21 LLLX-1707-OCSA

Canine Good Citizen

Prerequisite: Good Dog Class: Obedience Level 2 (LLLX-0709)

This class will prepare you and your dog for the AKC Canine Good Citizen test. Some items covered: remaining calm in a crowd, loose-leash walking, accepting a friendly stranger, long sits and stays, recalls, and more.

The test is given at the end of the class session. **DIRECTIONS TO TRAINING SITE:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $80 + Sales Tax $5.80)

**Keyword:** Canine

Jan. 11-Feb. 15 M 7:30-8:20 p.m. $85.80
Lincoln, GRLN
Registration Deadline: Jan. 7 LLLX-1728-OCSA

Urban Agility

It’s a new way to look at agility and use the items found as you are walking and hiking to increase the bond and teamwork with your dog. During this workshop, different aspects to create safe challenges will be examined.

**DIRECTIONS TO TRAINING SITE:** See page 64 for class location. SCC staff tuition waiver does not apply. (Cost $25 + Sales Tax $1.84)

**Keyword:** Agility

Jan. 24 U 5-6:30 p.m. $26.81
Lincoln, GRLN
Registration Deadline: Jan. 21 LLLX-1708-OCSA

Natural Candle Making

Create two soy-based scented candles, and you choose the scents. Soy candles burn cleaner, burn slower and hold a scent better than paraffin candles, as well as being renewable and biodegradable. Whether you make them for yourself or as a lovely gift, you can be assured your candles will not be distracting from your home’s air quality.

Product sales will not be a part of this class.

**Keyword:** Candle

Jan. 30 S 10 a.m.-Noon $45
Louisville, SHSH
Wolcott AREA-2180-PLSA

Space is limited. Register today!
Old Fashioned Soap Making
Discover how to make healthy handmade soap from scratch. You will learn the basic soap-making process and the chemistry behind it and how to make soap safely. We will cover everything you need to know about the soap-making supplies and ingredients.
Bring safety goggles. There is a $10 fee associated with this course payable in class. Check or cash only for supplies. Product sales will not be a part of this class.

**Keyword: Soap**

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Cozy Up to a New Craft
Join our live online papercrafting class where we will have fun evenings of folding, stitching and creating. Paper embroidery, pop out cards and totally cool paper flowers are on the menu.

We will mail your supplies to you or if you are close, you can pick them up. Either way, lots of fun from your own house. If you want your supplies mailed to you, registration deadline is Jan. 8.

**Keyword: Craft**

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Decoupage Eggs
Learn a new and creative way to use eggs this spring. Students will decoupage colorful papers and napkins to blown-out eggs and embellish them with fine glitters. Once you learn the art of decoupage, there is no limit to the things you can do. Register early for this fun and inspiring class.

There is a $10 fee associated with this course payable to the instructor in class. Cash or check only for supplies.

**Keyword: Eggs**

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NEW! Mixed Media Art Journal
Grab this opportunity to explore a variety of art supplies and techniques. Beginner to advanced artists will enjoy creating an artistic journal.

Most of the supplies are inexpensive and easily found. A supply list will be sent a week prior to the class.

**Keyword: Journal**

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4th Annual Jigsaw Puzzle Derby
Grab your friends, neighbors and family for a fun day of puzzling and friendly competition! The Puzzle Derby is our fourth jigsaw puzzle race. Register as a four-person team, two-person team, or individual (must be 16 years or older to participate). The first team in each division to complete their puzzle will get “bragging rights.”

Each team category will compete using identical puzzles, provided by SCC. All details of the Puzzle Derby (rules, registration forms, deadlines and more) are available online at http://bit.ly/2021scppuzzletournament.

You also can stop by the Continuing Education office at 301 S. 68th St. Place and pick up a set. Check in begins at 12:15 p.m. Registration deadline is Feb. 5 or until the room is full (whichever comes first).

Depending on health directives in February, enrollment may be limited so register early. Location will be determined in February—either the gymnasium at 8800 O St. or at the Jack J. Huck Continuing Education Center.

**Keyword: Puzzle**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 12</td>
<td>F</td>
<td>5:30-10 p.m.</td>
<td>Falls City, FCLC, 109</td>
<td>$49/team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AREA-8500-TCSA</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2-person Team</td>
<td></td>
</tr>
<tr>
<td>Feb. 12</td>
<td>F</td>
<td>5:30-10 p.m.</td>
<td>Falls City, FCLC, 102</td>
<td>$29/team</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>AREA-8500-TCSB</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4-person Team</td>
<td></td>
</tr>
<tr>
<td>Feb. 12</td>
<td>F</td>
<td>5:30-10 p.m.</td>
<td>Falls City, FCLC, 103</td>
<td>$19/person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AREA-8500-FCSB</td>
<td></td>
</tr>
</tbody>
</table>

Puzzle Joes to Puzzle Pros
Grab your friends or family for a fun evening of puzzling and friendly competition! Register as a four-person team, two-person team or as an individual. Each team category will compete using identical puzzles, which your team will get to keep. The first team in each division to complete their puzzle will get “bragging rights” Space limited. Register early!

Only one person from each team needs to register.

**Keyword: Puzzle**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 13</td>
<td>S</td>
<td>12:30-5 p.m.</td>
<td>Lincoln, TBA</td>
<td>$59/team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4-person Team</td>
<td></td>
</tr>
<tr>
<td>Feb. 13</td>
<td>S</td>
<td>12:30-5 p.m.</td>
<td>Lincoln, TBA</td>
<td>$49/team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2-person Team</td>
<td></td>
</tr>
<tr>
<td>Feb. 13</td>
<td>S</td>
<td>12:30-5 p.m.</td>
<td>Lincoln, TBA</td>
<td>$29/team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individual Competition</td>
<td></td>
</tr>
<tr>
<td>Feb. 13</td>
<td>S</td>
<td>12:30-5 p.m.</td>
<td>Lincoln, TBA</td>
<td>$19/person</td>
</tr>
</tbody>
</table>

Nothing New Trip
See page 40 for more information.

Gratitude, Gimmicks & Going the Extra Mile
See page 41 for more information.

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

Payment is due at time of registration for all non-credit classes.
Scrapbook Retreat
Grab your friend and your photos and let’s preserve those memories! Learn traditional layouts or digital scrapbooking. We’ll do it together!
Bring the project you would like to work on. Vendors will be available. The full retreat is held Friday and Saturday from 9 a.m.-11 p.m. and Sunday from 9 a.m.-4 p.m.

**Keyword: Scrapbook**

<table>
<thead>
<tr>
<th>Full Retreat</th>
<th>March 26-28 F, S, U</th>
<th>See Desc.</th>
<th>$65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plattsmouth, PLLC, 103 Warga</td>
<td>AREA-3373-PLSA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7-Hour Session Options**

| March 26 F | 9 a.m.-4 p.m. | $15 |
| Plattsmouth, PLLC, 103 Warga | AREA-3308-PLSA |

| March 26 F | 4-11 p.m. | $15 |
| Plattsmouth, PLLC, 103 Warga | AREA-3308-PLSB |

| March 27 S | 9 a.m.-4 p.m. | $15 |
| Plattsmouth, PLLC, 103 Warga | AREA-3308-PLSC |

| March 27 S | 4-11 p.m. | $15 |
| Plattsmouth, PLLC, 103 Warga | AREA-3308-PLSD |

| March 28 U | 9 a.m.-4 p.m. | $15 |
| Plattsmouth, PLLC, 103 Warga | AREA-3308-PLSE |

Scrapbook Workshop
Enjoy the evening scrapbooking with others. Invite a friend and bring your project with you or ask instructor for supplies.
New-student instruction will be available from 5-6 p.m. (digital or traditional) before each workshop.

**Keyword: Scrapbook**

| Dec. 7 M | 5-10 p.m. | $10 |
| Plattsmouth, PLLC, 103 Warga | AREA-3268-PLFB |

| Jan. 11 M | 5-10 p.m. | $10 |
| Plattsmouth, PLLC, 103 Warga | AREA-3268-PLSA |

| Feb. 8 M | 5-10 p.m. | $10 |
| Plattsmouth, PLLC, 103 Warga | AREA-3268-PLSB |

Digital Scrapbooking
Would you like to scrapbook online? The instructor will show you how to load your photos, pick your theme, album type, and page layout. We will add photos, embellishments and learn the basics of digital scrapbooking.
No software needed. You will be able to access your album from any online computer.

**Keyword: Scrapbooking**

| Nov. 30 M | 7-9 p.m. | $19 |
| LIVE Online, Zoom Warga | AREA-3081-TCSA |

Shutterfly Photo Book Memories
See page 33 for more information.

**Keyword: Shutterfly**

| Feb. 10 W | 6-7:30 p.m. | $19 |
| LIVE Online, Zoom Van Winkle | LLLL-0289-TCSA |

Digitizing Memories
See page 56 for more information.

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**Space is limited. Register today!**

Courses are subject to change.

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**NEW! Shutterfly**
Are you interested in learning the basic ins and outs of Shutterfly? This is your stop! In this class, we will take a tour of the site, unlock some of the best features and open a whole new world of possibilities for gift options. We also will explore creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!

**Keyword: Shutterfly**

| Feb. 17 W | 6-7:30 p.m. | $19 |
| LIVE Online, Zoom Van Winkle | LLLL-0239-TCSA |

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**Payment is due at time of registration for all non-credit classes.**
Two Full Days Available

Taco Bout A Scrap
Dream Daze Scrapbook Retreat

Taco bout a great opportunity to take advantage of some fun uninterrupted time to catch up on your scrapbooks, cards and craft projects. Two full days and up to 30 fiesta hours of crop time. Flexible schedules to fit your needs. Get inspiration from others and if you need something special to complete a layout or project, we have vendors on-site ready to share new and innovative techniques. What you will get:

- 6-foot table for each person
- Electricity and Wi-Fi
- Daily drawings for change to win GREAT prizes
- Vendor assistance with unlimited shopping
- Kiwi Lane
- Creative Memories
- Kits by Jane
- Stampin’ Up!
- Close to My Heart
- Additional vendors announced soon

Please email continuinged@southeast.edu who you prefer to be seated next to at this event. We will do our best fill your seating preferences but due to the CDC guidelines for the COVID pandemic, seating arrangements may not be possible. We will follow all CDC guidelines including social distancing and mask wearing if recommended. Cannot make this event? Get our our email list by contacting continuinged@southeast.edu and get information on this semi-annual event.

Full Retreat: 30 Hours
March 19-20   F, S
9 a.m.-Midnight $50
Beatrice, TRU, Gym Dell BBBX-1990-BESA

7.5-Hour Session Options
March 19   F
9 a.m.-4:30 p.m. $15
Beatrice, TRU, Gym Dell BBBX-2000-BESA

March 19   F
4:30 p.m.-Midnight $15
Beatrice, TRU, Gym Dell BBBX-2000-BESB

March 20   S
9 a.m.-4:30 p.m. $15
Beatrice, TRU, Gym Dell BBBX-2000-BESC

March 20   S
4:30 p.m.-Midnight $15
Beatrice, TRU, Gym Dell BBBX-2000-BESD

Shutterfly Photo Book Memories
Prerequisite: Basic computer knowledge and internet skills are needed to be successful.
Learn how to master the free internet website Shutterfly to design and create your own photo books and/or albums. Shutterfly has all the tools with easy options for editing, colors, backgrounds, and fonts for the beginner or creatively challenged. You will start a photo book and design in the first class and gain knowledge to work on your project outside of class. The final class will be spent getting one-on-one help and ordering your finished product.

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

Ocean Book Hydrangea Balls
These gorgeous paper hydrangea are made from old books! Use as a classy home decor item, attach a string for a delicate centerpiece. We’ll make a set of three, and you’ll leave with the knowledge and formula to make as many as you want.

Bring to class glue gun and plenty of glue sticks. There is a $9 supply fee payable to the instructor in class. Cash or check only for supplies.

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. Zoom in with us for this online card making class.

Gather these supplies: 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.

New! Quilling 101: Valentines & More
Learn the basics of quilling using narrow strips of paper that are rolled and shaped to create beautiful and unique designs. We will create designs that focus on Valentine’s Day, however, the techniques can apply to any quilled project.
All supplies are furnished. Bring a small pair of scissors and a small plastic lid similar to a butter tub lid or Cool Whip* lid.

Keyboards: Quilling
Jan 30      S
9-11 a.m.
Lincoln, CEC, 404 $29
Morton LLLX-0043-CESA

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. Zoom in with us for this online card making class.

Gather these supplies: 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.

Keyboards: Cards
Jan. 27      W
6-8 p.m.
LIVE Online, Zoom Van Winkle
Registration Deadline: Jan. 20
LLLX-0029-TCSA

Feb. 24      W
6-8 p.m.
LIVE Online, Zoom Van Winkle
Registration Deadline: Feb. 17
LLLX-0029-TCSB

Looking for Courses in your area?
See pages 66-69 for the Course List by Region.

Location Key is on page 64.
Homemade Paper
All of us use paper every day, yet, few realize all of the steps necessary to change plant material to this common everyday product. You will discover the basic paper-making process and dazzle your paper by adding embellishments such as glitter, petals, glass beads, etc. You will create 12 unique cards (envelopes included).

Bring two dry bath towels to class. There is a $20 fee paid to the instructor in class. Cash or check only for supplies.

Keyword: Paper
Feb. 6 S 9 a.m.-Noon $29
Beatrice, KEN, 334
Sisco BBA-2019-BESA

Printmaking
Discover the basics of printmaking. Various block printing and etching techniques will be covered.
All materials provided.

Keyword: Print
Jan. 6-27 W 6:30-9 p.m. $125
Lincoln, LUXC LLLX-0807-OCSA
Feb. 10-March 3 W 6:30-9 p.m. $125
Lincoln, LUXC LLLX-0807-OCSB
March 17-April 7 W 6:30-9 p.m. $125
Lincoln, LUXC LLLX-0807-OCSC

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

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

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

You will receive an email around Feb. 15 with theme options and sample signs. You will be using paint so dress appropriately.

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

Keyword: Door
Feb. 27 S 9-11:30 a.m. $39
Lincoln, CEC, 102
Bonneau LLLX-1143-CESA

Advanced Wood Carving
This is an opportunity for students who have completed a beginner course or have some carving experience. You will be working on two important carved face study sticks. How to carve eyes and how to carve noses for faces.

Bring your carving tools and safety equipment to the first class. Class will meet in the instructor’s wood shop.

Keyword: Wood
Jan. 21-Feb. 25 Th 6:30-9 p.m. $109
Lincoln, VWSP Vang LLLX-1277-OCSA

Gourd Art
Gourd art involves creating works of art using hard-shelled gourds as an art medium. Gourd surfaces may be carved, painted, sanded, burned, dyed and polished. We will create an array of art pieces, bowls, sculpture, or wall art. Beginners to advanced students welcome.

Plan on additional supplies, which will be discussed at the first class. Gourd costs vary depending on the size. However, plan to spend between $10 and $45 on your gourd.

Bring to class: apron, dust mask (bring your own or purchase in class for $2). Cash or check only for supplies. Class will meet at the instructor’s wood shop.

Keyword: Gourd
Jan. 20-Feb. 24 W 9:30 a.m.-Noon $109
Lincoln, VWSP Vang LLLX-0033-OCSA
Jan. 20-Feb. 24 W 6:30-9 p.m. $109
Lincoln, VWSP Vang LLLX-0033-OCSB

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

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

<table>
<thead>
<tr>
<th>Adult Pottery</th>
<th>Jan. 12-Feb. 23</th>
<th>T</th>
<th>6:30-9 p.m.</th>
<th>$79</th>
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<tbody>
<tr>
<td></td>
<td>Beatrice, TRU, 107</td>
<td>Steele</td>
<td>BBBX-1997-BESA</td>
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</tbody>
</table>

Clay Sculpture
This is an introduction for beginning students to the fundamentals of building large sculptures out of clay. More advanced students will have time to develop their own style and skills. The instructor specializes in portraiture and figurative sculpture. However, students can make sculptures of all kinds.

All clay, glazes, tools, and firing provided. Students also have access to the LUX Center for the Arts studio during open hours throughout this class.

<table>
<thead>
<tr>
<th>Clay Sculpture</th>
<th>Jan. 6-Feb. 10</th>
<th>W</th>
<th>6:30-9 p.m.</th>
<th>$185</th>
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<tr>
<td></td>
<td>Lincoln, LUXC, Ceramic Bldg</td>
<td>LLLX-0049-OCSA</td>
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</table>

Beginning Handweaving
Weave a “Sampler” on a four-harness table loom. Learn the terminology, how to measure warp and weft, thread a loom and WEAVE!

All supplies will be furnished. This is a three-Saturday class, and you must be able to attend all three sessions. Please bring a sack lunch. There is a $40 supply fee payable at the first class to the Handweavers Guild. Check or cash only for the Arts studio during open hours throughout this class.

<table>
<thead>
<tr>
<th>Beginning Handweaving</th>
<th>Feb. 24-March 31</th>
<th>W</th>
<th>6:30-9 p.m.</th>
<th>$185</th>
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<tr>
<td></td>
<td>Lincoln, LUXC, Ceramic Bldg</td>
<td>LLLX-0049-OCSA</td>
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</table>

Pottery Wheel
For beginning students, this is an introduction to the fundamentals of the pottery wheel. For more advanced students, this is an opportunity to hone their skills.

All clay, glazes, tools, and firing provided.

<table>
<thead>
<tr>
<th>Pottery Wheel</th>
<th>Jan. 5-26</th>
<th>T</th>
<th>6:30-9 p.m.</th>
<th>$150</th>
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<tbody>
<tr>
<td></td>
<td>Lincoln, LUXC, Ceramic Bldg</td>
<td>LLLX-0269-OCSC</td>
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</tbody>
</table>

Youth Pottery Wheel (Ages 10-15)
See page 60 for more information.

Youth Clay Pots & Sculptures (Ages 9-16)
See page 59 for more information.

We're Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
Colored Pencil Drawing
Discover how fun it can be to draw with colored pencils!

**Beginning students** are guided through exercises to learn the basics of colored pencil techniques. Pencils, paper and review of the elements of drawing and composition will be discussed.

**Experienced students** may bring a colored pencil project in progress. They also may choose to explore mixed media with color pencils.

Each student should bring a set of 12 or more quality colored pencils (e.g. Prismacolor Premier, Ticonderoga, Derwent, or Van Gough), a colorless blending pencil, pencil sharpener and a tablet of medium-to-heavy-weight drawing paper at least 9 inches by 12 inches. Additional materials will be discussed in class.

**Keyword: Drawing**

**Jan. 16-Feb. 20**
$80
Lincoln, CEC, 405
Plants
LLLX-0775-CESA

NEW! Basic Drawing
Learn basic drawing skills while focusing on still life. You will learn about composition, proportions and relationships, explore line and values and the use of the materials.

A supply list will be emailed to you one week prior to the start of class. Include valid email address with registration.

**Keyword: Drawing**

**Ages 7-12**
Feb. 20-27
$39
10 a.m.-Noon
LIVE Online, Zoom
Bettendorf
AREA-7774-TCSA

**Adults**
Feb. 20-27
$39
1-3 p.m.
LIVE Online, Zoom
Bettendorf
AREA-7774-TCSA

Bob Ross Paintings
Bob Ross classes are for painters of all abilities, including beginners. Classes are taught by a Certified Bob Ross instructor.

You will be emailed the list of supplies to purchase prior to 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 the supply list in plenty of time.

**Bob Ross: Evening Tide**
A full moon sheds light on a secluded beach at high tide.

**Keyword: Ross**

**Dec. 12**
$45
9:30 a.m.-3:30 p.m.
LIVE Online, Zoom
Belik
AREA-7830-TCSA

Bob Ross: Church in the Valley
A little country church sits against a background of a distant valley.

**Keyword: Ross**

**Jan. 9**
$45
9:30 a.m.-3:30 p.m.
LIVE Online, Zoom
Belik
LLLX-1067-TCSA

Drawing Explorations
Explorations into techniques and processes for the intermediate or advanced artist.

Each week we will delve into selected drawing techniques intended to further your individual skills and knowledge of drawing practices. Class will include discussion, demonstrations and exchange of ideas.

Bring to class a bound sketchbook (8 inches by 10 inches or 9 inches by 12 inches), drawing pencils ranging from soft to HB, charcoal pencils, blending stubs, erasers (vinyl and kneaded) to the first class. Additional tools and supplies will be discussed at class.

**Keyword: Drawing**

**Jan. 16-March 6**
$90
Lincoln, CEC, 405
Plants
LLLX-1176-CESA

Drawing 1: You Can Draw
If you want to draw, you can! Learn to put what you see onto paper. Exercises are designed to help you draw, or draw better, and grasp essential skills and techniques to achieve your desired results.

Bring a #2 pencil, pencil sharpener and a pad of drawing paper to the first class.

**Keyword: Drawing**

**Jan. 16-Feb. 20**
$80
Lincoln, CEC, 405
Plants
LLLX-0612-CESA

Looking for classes in your area? See pages 66-69 for the Course List by Region.

**Location Key** is on page 64.

Space is limited. Register today!
Acrylic Class (Beginning/Intermediate)

Let the LUX Center for the Arts introduce beginning students to the fundamentals of painting with acrylics. Advanced students will have time to develop their skills.

All paints, brushes and materials will be provided.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 5-26</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>Lincoln, LUXC</td>
<td>$125</td>
</tr>
<tr>
<td>Feb. 9-March 2</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>Lincoln, LUXC</td>
<td>$125</td>
</tr>
<tr>
<td>March 16-April 6</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>Lincoln, LUXC</td>
<td>$125</td>
</tr>
</tbody>
</table>

**Key word:** Acrylic

Acrylic Painting: Spring Floral

These 12-inch by 16-inch textured paintings come to life! Floral design celebrates the season.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 22</td>
<td>M</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
<td>$24</td>
</tr>
</tbody>
</table>

**Key word:** Acrylic

Portrait Painting Workshop

Class will explore the basic structure and anatomy of the face, head and body; discuss the purposes for portraiture; developing portraits ala prima completing; and complete several practice studies from live models.

Bring to class: 6-8 canvases 12 inches by 18 inches or larger, your preferred painting medium and essential supplies.

**Key word:** Painting

Oil Painting Lab

Individual instruction for traditional oil paints for beginning, intermediate or advanced students.

**Beginning students** should bring several blank canvases (9 inch by 12 inch or larger), and a basic kit of oil paints, oil painting medium, low-odor thinner, and brushes. A suggested basic kit list may be obtained by contacting the Continuing Education Office (402-437-2700).

**Intermediate and advanced painters** may choose to bring oil paintings in progress to work on at the first studio session.

All students should bring table top or floor easel and come to the first class ready to begin painting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 9</td>
<td>S</td>
<td>9 a.m.-2 p.m.</td>
<td>Lincoln CEC, 405</td>
<td>$59</td>
</tr>
</tbody>
</table>

**Key word:** Painting

**NEW!** Still Life in Charcoal

One of the best ways to improve one’s drawing ability is to practice with still life objects. This class will provide demonstrations and instruction for learning to describe shapes, depict placement and overlap and show volume with shading and highlighting. Participants will have time to draw in charcoal from a resource photograph during the class with step-by-step instruction and help from the instructor.

Adults and children fourth grade and above at all skill levels are welcome.

Resource photographs will be emailed along with a supply list.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 16</td>
<td>S</td>
<td>9 a.m.-Noon</td>
<td>LUXC</td>
<td>$24</td>
</tr>
</tbody>
</table>

**Key word:** Charcoal

ZenDoodle

ZenDoodling is a fascinating, meditative style of drawing that allows you to unwind from stress, focus your thoughts and explore your creative side, even if you have no artistic talent! In this class you will learn a variety of striking drawing patterns, styles and techniques based on Zentangle®. This technique uses simple, repetitive lines and shapes and deliberate pen strokes to create striking, one-of-a-kind abstract art.

A supply list will be emailed to you one week prior to class start. Include valid email with registration.

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<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Jan. 26</td>
<td>T</td>
<td>6:30-9 p.m.</td>
<td>Wolcott</td>
<td>$29</td>
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</tbody>
</table>

**Key word:** ZenDoodle

Intro to Watercolor Painting

Learn the basics of watercolor. We will explore a few water color painting techniques, color mixing, and the best water color supplies to use. We will create several beautifully painted greeting cards.

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

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<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Jan. 11</td>
<td>M</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
<td>$45</td>
</tr>
</tbody>
</table>

**Key word:** Watercolor

Courses are subject to change.
NEW! Dandelion Magic

Watercolor fun! You’ll learn how to create dandelions using watercolors and liquid frisket to make a “white mask.” The result will be a 9-inch by 12-inch dandelion painting on watercolor paper.

There is a $20 supply fee payable to instructor at class. Cash or check only for supplies.

Keyword: Magic

Ages 7-12
March 13 S 10 a.m.-Noon $19
Wahoo, WHLC, 101 Bettendorf AREA-7689-WHSA

Adults
March 13 S 1-3 p.m. $19
Wahoo, WHLC, 101 Bettendorf AREA-7689-WHSA

Painting Autumn & Winter Trees in Watercolor

Depicting trees in various seasons requires specific skills. The beautiful colors of autumn and the bare branches and snow of winter are fun to paint with watercolor. This class will provide demonstrations and instruction for various techniques, tips and color usage and mixing. Participants will have time to paint during the class with step-by-step instruction and help from the instructor.

Adults and children fourth grade and above at all skill levels are welcome. Resource photographs will be emailed along with a supply list.

Keyword: Painting

Feb. 6 S 9 a.m.-Noon $29
LIVE Online, Zoom Dietrich-Moore LLLX-0991-TCSA
Registration Deadline: Feb. 3

Watercolor Painting

Beginning watercolor students will be introduced to the fundamentals of painting with watercolors and allow more advanced students time to hone their skills.

All paints, brushes and materials provided.

Keyword: Watercolor

Jan. 7-28 Th 6:30-9 p.m. $125
Lincoln, LUXC LLLX-1260-OCSA
Feb. 11-March 4 Th 6:30-9 p.m. $125
Lincoln, LUXC LLLX-1260-OCSC
March 18-April 8 Th 6:30-9 p.m. $125
Lincoln, LUXC LLLX-1260-OCSC

Glass Crafting

Beginning Stained Glass

Learn to create stained glass. Discover how to cut glass and assemble your project using the copper foil and leaded methods. You will complete two projects using techniques not taught in most studios.

No glass experience necessary. Most students finish their project in five sessions. However, if you need additional time beyond five sessions, the additional cost is $10 per session.

Keyword: Glass

Jan. 7-Feb. 4 Th 6-8 p.m. $75
Lincoln, ARCH Scissott LLLX-0965-OCSA

Glass Fusing Wine Bottles

“Slumping” is one of the most common techniques in kiln forming glass. It is the process of placing glass in a mold, and heating enough for it to droop down and conform to the shape of the mold. Try your skills as we “bedazzle” a slumped wine bottle into a cute and creative bird feeder.

There is a $10 fee for each bird feeder you want to complete.

Keyword: Glass

Feb. 22 M 6-9 p.m. $29
Beatrice, KEN, 334 Sisco BBBX-2017-BESA

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

Stone Setting

Build your own sterling silver pendant! You will learn how to bezel set a cabochon stone and take home your own wearable art.

All supplies and tools provided. This is an Intermediate class and you must have soldering experience.

Keyword: Stone

Feb. 9-March 2 T 6:30-9 p.m. $150
Lincoln, LUXC LLLX-1013-OCSA

Silverware Jewelry

If you’ve ever wondered how to make silverware jewelry, this is your chance. You will have the opportunity to create two pieces of jewelry. Your choices will be a pair of earrings, a necklace or bracelet. Embellishing your pieces is half the fun, and a variety of choices will be available.

There is a $25 supply fee payable to the instructor at class. Cash or check only for supplies.

Keyword: Jewelry

Feb. 1 M 6-9 p.m. $29
Beatrice, KEN, 334 Sisco BBBX-2020-BESA

Soldering Jewelry for Beginners

Learn the basics of jewelry fabrication and soldering. You will make a completed piece of jewelry.

All tools are provided. Supply fee of $20 payable in cash to instructor at class. Product sales will not be a part of this class.

Keyword: Jewelry

March 6 S 10 a.m.-Noon $29
Louisville, SHSH Wolcott AREA-2293-PLSA

Beginning/Intermediate Metalsmithing

See page 34 for more information.
Resin & Clay Jewelry
Get creative while learning how to work with resin and clay. You will have the skills to create more jewelry on your own.
  
  A supply list will be emailed one week prior to class.

  **Keyword: Jewelry**

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>March 1</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
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</table>

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

  **Keyword: Casting**

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 16-April 6</td>
<td>6:30-9 p.m.</td>
<td>Lincoln, LUXC</td>
</tr>
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</table>

Learn to Crochet
Learn how to read patterns, begin a foundation and the basic stitches to begin your crochet adventure.

  **Keyword: Crochet**

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Jan. 16-30</td>
<td>10 a.m.-Noon</td>
<td>Roseberry</td>
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</table>

Second Step Crochet
Knowing the basic single crochet isn’t enough to complete the beautiful patterns we see all around. Come learn to half double, double and triple crochet. You will leave with a granny square, a coaster, and an understanding of crochet patterns so you can make even more projects.

  **Keyword: Crochet**

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Feb. 20-27</td>
<td>10 a.m.-Noon</td>
<td>Roseberry</td>
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Introduction to Needlepoint
Needlepoint is one of the easiest decorative stitching skills you can learn. Join us for an afternoon of fun and learn four basic stitches and two special-effect stitches.

  **Keyword: Needlepoint**

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Jan. 19</td>
<td>9 a.m.-2 p.m.</td>
<td>Lincoln, CEC, 405</td>
</tr>
</tbody>
</table>

Beginning Knitting
Knit one, purl two. Learn the basic knitting stitches (knit, purl, cast on/off) to get you started in this traditional needle art. You will leave class with enough technique to be able to create your own scarf or small project.

  **Keyword: Knitting**

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Feb. 12-19</td>
<td>6-8 p.m.</td>
<td>Roseberry</td>
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</table>

English Smocking
Discover the beautiful world of smocking! You, too, can create beautiful smocked designs just like those on Princess Charlotte’s dresses or create a beautiful holiday ornament. This is elegant but simple-to-do needlework. Cable, trellis and wave stitches will be covered, as well as professional smocking advice for future projects. This will be great fun!

  **Keyword: Smocking**

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Jan. 13-27</td>
<td>7-8:30 p.m.</td>
<td>Lincoln, CEC, 404 Prairie Smockers</td>
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</tbody>
</table>

Looking for classes in your area?
See pages 66-69 for the Course List by Region.

**Location Key** is on page 64.

**Space is limited. Register today!**

Courses are subject to change.
T-shirt Block Interfacing
Do you want to make a T-shirt quilt but don’t know where to start? Interfacing your T-shirts is an essential step in creating a durable T-shirt quilt. We will cover cutting blocks, interfacing, layouts, and borders. Finish class with a “can do” confidence to start your project at home.

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Feb. 16</td>
<td>6-7:30 p.m.</td>
<td>Hebron, HNLC, 101</td>
<td>$19</td>
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<tr>
<td></td>
<td></td>
<td>LIVE Online, Zoom</td>
<td>AREA-2591-HNSA</td>
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</table>

T-shirt Quilt Tops
Cutting into your T-shirts can be stressful, but the finished quilt top is worth it! Bring your shirts to class so you can cut and interface them in preparation for sewing. We will discuss layouts, basic designs and how to add borders.

Bring to class: 12 T-shirts, rotary cutter, 12-inch square quilting template, cutting mat, iron, and extension cord. There is a $10 supply fee payable in class. Cash or check only for supplies.

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<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>March 2</td>
<td>6-8 p.m.</td>
<td>Hebron, HNLC, 101</td>
<td>$24</td>
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<td>Norder AREA-2621-HNSA</td>
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DANCE
Please note that any refunds for a dropped couples class will be issued to each student equally.

Beginning Tap Dance for Adults
Designed for the adult beginner, learn basic steps and short combinations in this fun class.

Shoes will be discussed at first class.

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Jan. 26-27</td>
<td>7:30-8:30 p.m.</td>
<td>Lincoln, HTCH</td>
<td>$59</td>
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<td></td>
<td></td>
<td>Ogden LLLX-1517-OCSA</td>
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</table>

New! Barre Workout
See page 58 for more information.

Hula in the Coola Day
Perception is a state of mind, and on this day no matter where your body is physically, your mind is telling you you’re in the nice warmth of Hawaii. Come and learn to HULA! No grass skirt needed, just come and have fun!

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Feb. 25</td>
<td>6:30-8:30 p.m.</td>
<td>Lincoln, CEC, 304</td>
<td>$20</td>
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<td></td>
<td>Gregg LLLX-1535-CESA</td>
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</table>

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

Wear comfortable clothing you can move in.

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Jan. 13-23</td>
<td>6:30-7:30 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>$59</td>
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<td></td>
<td>Gregg LLLX-1531-TCSA</td>
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</table>

Couples Dances
A time to try a variety of couples dances. Learn the Waltz, Swing, Polka, Fox Trot and other popular dances. Preparation for dancing to ballroom, night club or country western music.

Fill out a registration form for each partner.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Jan. 17-3</td>
<td>4-5 p.m.</td>
<td>Lincoln, 4211</td>
<td>$89/couple</td>
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<td>Doeden LLLX-1538-OCSA</td>
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</table>

West Coast Swing: Dance to Country & Big Band
Bored with your current dances? This dance is a fun challenge. Learn the steps in small sections with practice in between and before you know it, you will be swinging around the dance floor. It is a dance you will fall in love with and use often with all types of music.

Fill out a registration form for each partner.

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<th>Date</th>
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<tbody>
<tr>
<td>Jan. 12-3</td>
<td>8-9 p.m.</td>
<td>Lincoln, 4211</td>
<td>$80/couple</td>
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<td>Doeden LLLX-1525-OCSA</td>
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Two Step & Waltz
These dances are used and liked no matter what type of music you enjoy. You’ll be introduced to the Country and Ballroom Two-Step and Waltz.

Fill out a registration form for each partner.

<table>
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<th>Date</th>
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<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Jan. 3-11</td>
<td>8-9 p.m.</td>
<td>Lincoln, 4211</td>
<td>$89/couple</td>
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<td>Doeden LLLX-1530-OCSA</td>
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</tbody>
</table>

Looking for Classes in Your Area?
See pages 66-69 for the Course List by Region.

Location Key is on page 64.
Jitterbug & East Coast Swing
Learn leading and hand positions, the six-count basic swing, arch, tuck and loop turns, free spins, arm slides, waist wraps, and the jitterbug. Dance to Country music and big band.

Fill out a registration form for each partner.

Keyword: Swing
Jan. 12-March 2  T  7-8 p.m.  $89/couple
Lincoln, 4211  Doeden  LLLL-1541-OCSA

Beginning Line Dance
How would you like to get fit and dance a bit? Line dances are a great way to start your dancing adventure. They’re fun to learn and easy to remember. Any level of skill, from novice to experienced, will enjoy this class. You will learn at least one new line dance each session with time for review and practice. Register early!

Keyword: Dance
Jan. 11-March 1  M  7-8 p.m.  $45/person
Lincoln, 4211  Doeden  LLLL-1527-OCSA

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

Keyword: Dance
Jan. 4-Feb. 1  M  6:30-7 p.m.  $35
Lincoln, EPCH  Howe  LLLL-0370-OCSA
Feb. 1-3M 8- March 8  M  6:30-7 p.m.  $35
Lincoln, EPCH  Howe  LLLL-0370-OCSB

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

Keyword: Dance
Jan. 4-Feb. 1  M  7-8 p.m.  $40
Lincoln, EPCH  Howe  LLLL-0371-OCSA
Feb. 8-March 8  M  7-8 p.m.  $40
Lincoln, EPCH  Howe  LLLL-0371-OCSB

Irish Social Dance
Prerequisite: 12 years and older or instructor permission
Irish Social Dance is done in groups for those who can move freely and want to learn a new way to move to music. This style of dance is the inspiration for square dancing but not done as “couples” so individuals can easily participate. This is a great way to exercise in a learner-friendly environment.

Keyword: Dance
Jan. 4-Feb. 1  M  7-8 p.m.  $40
Lincoln, EPCH  Howe  LLLL-0371-OCSA
Feb. 8-March 8  M  7-8 p.m.  $40
Lincoln, EPCH  Howe  LLLL-0371-OCSB

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

You will want to watch Zoom on a desktop/laptop and have your mobile device fully charged.

Keyword: Passwords
Feb. 1  M  6-8 p.m.  $29
LIVE Online, Zoom  T. Jensen  LLLL-0673-TCSA

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

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

Keyword: Selling
Jan. 25  M  6-8 p.m.  $29
LIVE Online, Zoom  T. Jensen  LLLL-0531-TCSA

Gratitude, Gimmicks & Going the Extra Mile
The real joy is in the giving. In this session, you will gather ideas for showing appreciation in a unique and clever way. From care packages to quick gestures of appreciation, we will explore many options. Attendees will leave with a collection of meaningful ideas, and a lot of inspiration to positively impact others!

Keyword: Gratitude
Jan. 20  W  6-7:30 p.m.  $19
LIVE Online, Zoom  Van Winkle  LLLL-1127-TCSA

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

Space is limited. Register today!

Explore
NEW! Online Grocery Shopping
See page 42 for more information.

NEW! Understanding Learning Styles & Tools for a Successful Student
Understanding your child’s learning style and supporting them on how to use learning strategies is just as important as purchasing their school supplies. Participants will learn about different learning styles along with strategies and tools to effectively tailor the student’s instruction and study habits.

Prior to class, participants will receive instructions on how to complete their own learning style assessment, to be used as discussion.

Keyword: Learning
Jan. 13  W  6-8 p.m.  $19
LIVE Online, Zoom  Homes  AREA-5059-TCSA

FAMILY MATTERS

4th Annual Jigsaw Puzzle Derby / Puzzle Joes to Puzzle Pros
See page 31 for more information.

Sourdough Bread 101
See page 43 for more information.

Strength Training FUNDamentals: Tone & Eat Right, Strengthen & Tone
See page 57 for more information.

College Tuition Planning
See page 51 for more information.

Register Today!
Go to Index
NEW! Online Grocery Shopping
Ordering groceries online is all the craze in 2020. Learn how to set up an account and use your Smartphone or computer to order your groceries online to pick up or be delivered to your home.

**Keyword:** Grocery

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<tbody>
<tr>
<td>Jan. 26</td>
<td>T 6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>$19</td>
<td>AREA-5058-TCSA</td>
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</table>

**Human Trafficking: Slavery Today**
The one-hour lecture will provide an overview of human trafficking, the multibillion dollar criminal industry sustained by demand. Trafficking is slavery, treating persons as commodities to be bought, sold, and traded. It happens throughout the world and is happening in NEBRASKA.

**Keyword:** Trafficking

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<thead>
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<tbody>
<tr>
<td>Mar. 8</td>
<td>M 7-8 p.m.</td>
<td>College Tuition Planning</td>
<td>$15</td>
<td>AREA-6668-HNSA</td>
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<td>AREA-6668-TCSA</td>
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<td>LIVE Online, Zoom</td>
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**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 who is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

Nebraska SHIP will cover the cost.

To register for in-person or webinar presentations, please visit [www.doi.ne.gov/ship](http://www.doi.ne.gov/ship). For questions, please call 402-471-2841.

**In-person presentations are available on:**

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>Dec. 17</td>
<td>W 6-8 p.m.</td>
<td>Lincoln, CEC, Aud</td>
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<tr>
<td>Jan. 13</td>
<td>T 6-8 p.m.</td>
<td>Lincoln, CEC, Aud</td>
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<tr>
<td>Feb. 9</td>
<td>T 5:30-7:30 p.m.</td>
<td>NE City, NCLC, 104</td>
<td></td>
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<tr>
<td>Feb. 11</td>
<td>T 6-8 p.m.</td>
<td>Lincoln, CEC, Aud</td>
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<tr>
<td>May 20</td>
<td>T 5:30-7 p.m.</td>
<td>Beatrice, AEC, 215</td>
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**Webinar presentations are available on:**

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<th>Time</th>
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<tbody>
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<td>Th 6 p.m.</td>
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<tr>
<td>Feb. 22</td>
<td>M 6 p.m.</td>
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<tr>
<td>Mar. 25</td>
<td>Th 5:30 p.m.</td>
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**NEW! Navigating Medicare.gov**
Medicare drug coverage is confusing. Each year Medicare drug plans can make changes to the cost and coverage you can receive. Knowing how to pick the right plan to meet your needs is important to ensure you get the best coverage at the lowest cost. Navigating Medicare.gov will arm you with the knowledge to navigate Medicare’s plan finder tool to make an informed decision. Navigating Medicare.gov will provide you a step-by-step guide to using Medicare.gov to address these questions:

- How much will my prescriptions cost?
- Which Medicare drug plan will cover my prescriptions?
- Where can I get the best prices for my prescriptions?

You are invited to attend Navigating Medicare.gov to learn the answers to these questions and view a demonstration of how to use the plan finder tool on Medicare.gov.

This course is provided by Nebraska SHIP a member of the national SHIP network and a division of the Nebraska Department of Insurance. To register, please visit [www.doi.ne.gov/ship](http://www.doi.ne.gov/ship). For questions, please call 402-471-2841.

**College Tuition Planning**
See page 51 for more information.

**From Theory to Discovery: Breaking Down Your Brick Wall with Timelines / Beginning Genealogy: Start Your Family History / Intermediate Genealogy / DNA Tells A Story**
See page 46 for more information.

**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 and stress management. 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.

Written completion letter will be mailed (U.S. postal service) to student at the successful completion of the course. It will be mailed to the address on the student’s registration information.

For registration and log-in instructions for the online class, go to [www.southeast.edu/Continuing/CoParenting](http://www.southeast.edu/Continuing/CoParenting)

**LOOKING FOR CLASSES IN YOUR AREA?**
See pages 66-69 for the Course List by Region.

**LOCATION KEY** is on page 64.

**We’re Keeping You Safe**
For COVID-19 updates, visit [www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)

Space is limited. Register today!
Whether You Knead It or Not: Pizza

It’s a pizza party! You will learn to make your own pizza dough and turn it into a custom pizza. Gather your ingredients. We’ll send you a list and Zoom bake with us from your kitchen. You will make your main dish and sweet dessert pizza when class is over—dinner is done!

Preregistration is required. All students will be required to show photo ID at class check-in. Written completion letter will be mailed (U.S. postal service) to student at the successful completion of the course. It will be mailed to the address on the student’s registration information.

* Separate classes provided for men and women.

**Keyword: Parenting**

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 16</td>
<td>S</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>S</td>
</tr>
<tr>
<td>March 20</td>
<td>S</td>
</tr>
</tbody>
</table>

**NEW! Sourdough Bread 101**

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

**Keyword: Knead**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 2</td>
<td>T</td>
<td>6-7 p.m.</td>
<td>Kreikemeier</td>
<td>LLLX-0474-TCSA</td>
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<tr>
<td>Feb. 16</td>
<td>T</td>
<td>6-7 p.m.</td>
<td>Kreikemeier</td>
<td>BBBX-2032-TCSB</td>
</tr>
</tbody>
</table>

**Foods**

**NEW! Whether You Knead It or Not: Pizza**

Payment is due at time of registration for all non-credit classes.
**Beginning Cheesemaking**
A perfect starter course for the novice cheesemaker. We will cover ingredients and equipment used in home cheesemaking and will produce a 30-minute mozzarella, Fromage Blanc and homemade cottage cheese during class. A feather bread for tasting will be made using leftover whey. You will learn techniques that can be used year round, with many whipped cream. You will learn techniques to give your cookies the professional look! Limited space. This class will have a festive/seasonal theme showcasing six different designs. Everyone will leave the class with a dozen beautifully decorated cookies to take home.

**Product sales will not be a part of this class.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<td>March 13</td>
<td>S</td>
<td>1-5 p.m.</td>
<td>Coates</td>
<td>Lincoln, CEC, 104</td>
<td>LLLX-2069-CESA</td>
</tr>
</tbody>
</table>

**Cheesemaking Around the World**
International cheeses...yum! Let’s take our mozzarella one step further and turn it into string cheese, Paneer (a cheese popular in India), Amish Clabber Cheese, Herbed Chevre, and Greek Feta. Don’t miss this one. Bring your apron, wear close-toed shoes and hair restraint.

**Fruit Tarts**
Yummy dessert featuring fresh fruit. In this class you will make a bright and sunny lemon tart topped with fresh fruit and whipped cream. You will learn techniques that can be used year round, with many different combinations of flavors.

Bring to class a tart pan or shallow pie pan, a cookie sheet, a whisk, a 3-quart saucepan, and a small mixing bowl. Wear a hair restraint and close-toed shoes. If directed health measures indicate that we can not hold classes in-person classes, this class will move to zoom format.

**NEW! A Whole Lotta Shakin’ How to Make Great Cocktails at Home**
We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation. We’re in the midst of a cocktail craze, and for good reason, a well-made cocktail is a revelation.
Beginning Cake Decorating II
Prerequisite: Beginning Cake Decorating I
Learn to use basic flowers, borders, roses, and writing techniques to create beautiful cakes of your own. You will get to take a few samples home.

Bring an 8-inch round or square baked white cake from mix, flat plate to frost and apron.

Keyword: Cake
Nov. 23 M 6-9 p.m. $19
Falls City, FCLC, Main Reiger AREA-4435-FCTA

Cinnamon Rolls & Crescent Rolls
Don’t you just love the smell of fresh baked cinnamon rolls and flaky crescent rolls? Learn how to make those cinnamon rolls like grandma used to and fill your kitchen with the warm spicy smell. Use the same versatile dough to make delicious crescent rolls and master the art of sweet roll dough.

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

Keyword: Rolls
Dec. 12 S 9-11:30 a.m. $23
LIVE Online, Zoom Brunkow AREA-4502-TCSA

Nutrient Dense Foods: Grass-Fed Meat, Pastured Poultry, Eggs & Bone Broth
Learn the difference between grass-fed and grain-fed meat as well as the benefits of pastured poultry, eggs and pork. We also will look at bone broth and why we want to re-introduce this nutrient-dense food into our diet.

Keyword: Nutrient
Feb. 8 M 6:30-8 p.m. $24
LIVE Online, Zoom Weichel BBBX-1251-TCSA

Fats & Oils
Learn why fats are essential to our health. Fats play a critical role in our mental well-being and are linked to weight loss. Learn about their importance as well as how to recognize counterfeits.

Keyword: Fats
Feb. 15 M 6:30-8 p.m. $24
LIVE Online, Zoom Weichel BBBX-1252-TCSA

Instant Pot Cooking Basics
The Instant Pot is the latest hot kitchen appliance. Whether you have one and are scared to use it or you are thinking about buying one, this class is for you. Learn about basic features of the instant pot and how recipes can be converted and adapted. See how easy it can be!

Keyword: Instant
Jan. 19 T 6-8 p.m. $25
Hebron, HNLC, 101 Renz AREA-4455-HNSA

Keyword: Cooking
Jan. 30-Feb. 20 S 2-4 p.m. $69
Lincoln, CEC, 104 Michel LLLX-1962-CESA

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.

Keyword: Knife
Jan. 27 W 6-8 p.m. $39
LIVE Online, Zoom Skinner LLLX-2046-TCSA

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

**Culinary/Hospitality Program**

The Great Plains Culinary Institute at Southeast Community College has a newly open student-run restaurant, **COURSE**, which is open to the public for lunches and special-event meals.

Please visit our website for hours of operation, event information and menus at [www.southeast.edu/course](http://www.southeast.edu/course). If you have further questions, call 402-437-2727 or email course@southeast.edu.

**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 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/scfoodprotectionmanager.

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

**Genealogy**

**Genealogy**

**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.

**Beginning Genealogy: Start Your Family History**

Take advantage of the winter to delve into your family history. Bring everything you know about your family to class and begin your journey. Learn the basics: pedigree charts, local resources, clues in the censuses, and internet treasures. Every family has interesting stories.

**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.

**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.

**Finding Your Ancestors Series**

**NEW! FYA: FamilySearch**

Learn all that FamilySearch has to offer. Search records and images, genealogies, books, the FamilySearch Catalog, and more.

**NEW! FYA: Genealogical Research Wikis**

Genealogical Wikis are not all the same. Learn about the different types out there.

**NEW! FYA: Google**

If you only search the “big” databases for records, you are missing out. The majority of records aren’t on them. Learn how to use Google and its programs to further your research.

**NEW! FYA: Graveyards & Obituaries**

Find—a-Grave, Billion Graves, etc. You’ll find more than just names and dates on these sites.

Space is limited. Register today!
Creating Colorful Hanging Baskets & Planters
This is a look at planning and planting eye-catching, unique accents to our landscapes. We'll examine the many available plant choices from shrubs to perennial and annual flowers, grasses and succulents. Planting a hanging basket also will be demonstrated.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
<tr>
<td>Jan. 28</td>
<td>6:30-8:30 p.m.</td>
<td>Lincoln, CEC, 404</td>
<td>LLLX-1447-CESA</td>
</tr>
</tbody>
</table>

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

Seed Starting 101
Learn a unique and budget-friendly way to start seeds for your garden, including how to start your summer garden in the winter. Learn how to make your own seed-starting mix, too.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
<tr>
<td>Feb. 8</td>
<td>6:30-9 p.m.</td>
<td>Louisville, SHSH</td>
<td>AREA-6053-TLSA</td>
</tr>
</tbody>
</table>

Product sales will not be a part of this class.

Landscaping with Fall & Spring Flowering Bulbs
Bulbs can fill your garden with vibrant color from early spring through late summer. Discover how and where to plant bulbs and review varieties available to you to add interest and “space up” the landscape. Bring notebook and pen for notes to class. Taught by landscape designer Greg Simmons.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
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<td>Lincoln, CEC, 404</td>
<td>LLLX-0592-CESA</td>
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</table>

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

<table>
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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
<tr>
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<td>Lincoln, CEC, 404</td>
<td>LLLX-1974-CESA</td>
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</table>

Landscaping for Birds, Butterflies & Other Wildlife
Birds and butterflies around our home offer enjoyment, seasonal interest and educational opportunities. Discover how you can create a habitat for birds and butterflies. You will learn about the plants and home landscaping techniques used to attract and sustain our winged friends.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
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<td>Lincoln, CEC, 404</td>
<td>LLLX-1458-CEFA</td>
</tr>
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</table>

Bring notebook and pen for notes.

Landscaping with Perennial Flowers, Grasses & Ground Cover
Discover how to choose and incorporate colorful perennial flowers, grasses and ground covers into your landscape. Focus also is given to their drought tolerance, maintenance and environmental needs.

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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</thead>
<tbody>
<tr>
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<td>6:30-9:30 p.m.</td>
<td>Lincoln, CEC, 405</td>
<td>LLLX-1465-CESA</td>
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LaG: Beginning Gardening
An introduction to basic gardening.

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
<tr>
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<td>7-8 p.m.</td>
<td>Hebron, HNLC, 101</td>
<td>AREA-6084-HNBA</td>
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LaG: “Squash” Garden Pests
Understanding the pests, insects, weeds, and other challenges to growing a great garden.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Key Code</th>
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<tbody>
<tr>
<td>Apr. 1</td>
<td>5:30-7:30 p.m.</td>
<td>Hebron, HNLC, 101</td>
<td>AREA-6084-HNBC</td>
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</tbody>
</table>

Register for All 3 & Save!
Attend all three sessions for a reduced rate.

Look for classes in your area?
See page 66-69 for the Course List by Region.

Location Key is on page 64.
NEW! Using Microsoft OneNote to Document Your Gardening Ideas & Knowledge

Remember keeping diaries or journals? Some people write faithfully, and others tire of the writing quickly. Finding a passage you wrote way back when means pouring through pages and pages of entries before you find it again. But what if there was an easier (and more fun) way to keep track of your gardening notes? OneNote can do this, and it comes free with every installed version of Microsoft Office! All you need is to be very comfortable with a computer, and you will love this class.

**Keyword: Garden**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<th>Code</th>
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<td>Jan. 13</td>
<td>W 6-7 p.m.</td>
<td>La Cross</td>
<td>LLLX-1393-TCSA</td>
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<tr>
<td>Jan. 16</td>
<td>S 9-10 a.m.</td>
<td>La Cross</td>
<td>LLLX-1393-TCSA</td>
</tr>
</tbody>
</table>

NEW! Perennials: Getting Started with Your Secret Garden—What’s Your Style?

Is there anything more magic than the enduring beauty of perennials? Are you planning to create a perennial or any kind of garden this year? Let’s explore four key considerations to starting a successful garden with our gardening maven Jessie La Cross.

**Keyword: Perennials**

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<tr>
<th>Date</th>
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<td>La Cross</td>
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</tbody>
</table>

NEW! Types of Perennial Gardens

What type of garden interests you? We will examine eight different types of gardens in this session and are sure you will find one or more to pique your fancy. Butterfly, pollinator, Woodland, Native Perennial, Full Sun, Half Sun, Shade, and a little bit of anything and everything. What will you choose?

**Keyword: Perennial**

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<th>Date</th>
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<td>Jan. 30</td>
<td>S 9-10 a.m.</td>
<td>La Cross</td>
<td>LLLX-1453-TCSA</td>
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</table>

NEW! Types of Perennial Plants

What kinds of perennials will you finally choose to fill your garden? Some gardeners want plants that pop up monthly from March through November. Some want lots of tall plants, round plants, flat plants, red plants, blue plants, pink, yellow and orange plants. Do you need some that will remind you of a grandparent or other family member or friend? The choice is yours.

**Keyword: Perennial**

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<th>Date</th>
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<td>Feb. 6</td>
<td>S 9-10 a.m.</td>
<td>La Cross</td>
<td>LLLX-1454-TCSA</td>
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</table>

NEW! Successful Seed Starting Techniques

This is definitely a fun winter gardening idea, because you never have to go outside if you don’t want to! We will explore different ways to start seeds inside, from “dirt” cheap to downright professional. This is even a fun project to start with children and grandchildren!

**Keyword: Seed**

<table>
<thead>
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<th>Date</th>
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<td>S 9-10 a.m.</td>
<td>La Cross</td>
<td>LLLX-0764-TCSA</td>
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NEW! Winter Pruning: Working with Bushes & Small Trees

Amazingly, the end of winter is one of the best times to trim back scrappy bushes, smaller trees, grasses, and even rose bushes. We’ll look at some ideas to start getting you outside if winter is just not going away fast enough for you. And it’s a great time to get these chores done before you start really playing outside with your perennials in April!

**Keyword: Pruning**

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<th>Date</th>
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<td>Feb. 20</td>
<td>S 9-10 a.m.</td>
<td>La Cross</td>
<td>LLLX-1441-TCSA</td>
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</table>

NEW! Gardening by the Month

Get out your calendars as we will track gardening tasks to consider for every month of the year. Everyone will have certain tasks in common, while some tasks will be unique based on your choices of plants and garden types. This will be especially useful in getting ready for the busiest season of all: Spring!

**Keyword: Gardening**

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<td>Feb. 24</td>
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<td>Feb. 27</td>
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NEW! Recognizing & Avoiding Invasive & Noxious Plant Types

Have you ever regretted the day you bought that one cute little plant nestled in a three-inch pot? Has it taken over your yard no matter how many hours you have spent pulling it and nearly brought you to tears? For some reason plants are NEVER labeled “Invasive” to give you a heads up. This class will help you to identify what NOT to buy as you experiment buying new plants for your garden. No tears. Promise!

**Keyword: Invasive**

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<td>March 6</td>
<td>S 9-10 a.m.</td>
<td>La Cross</td>
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Upholstery 101

This is a beginning “hands-on” class where you will learn to reupholster a chair.

The additional cost of your project will be determined by the size of the project and type of material and supplies needed. Upholstery materials may be expensive. Upon registration, you will receive a list of the upholstery tools needed for class. You may purchase tools and fabric on your own or through the instructor. Bring your project to the first class. Call 402-613-1947 with questions.

Organize Your Home (AKA Keep It or Toss It)

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

February 11
Th 6-8 p.m.
Cozoul AREA-0358-TCSA

Show Your Door Some Love

See page 34 for more information.

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.

February 13-March 17
T 6-8 p.m.
Clay LLLX-1845-TCSA

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.

Book will be discussed at class.

January 12-March 16
T 6-8 p.m.
LLLX-1845-TCSA

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.

January 14-March 18
Th 6-8 p.m.
LLLX-2128-TCSA

Beginning Spanish

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

Required book ("Practice Makes Perfect Basic Spanish L-B" ISBN: 978-07-184921-0) can be purchased at the SCC Campus Store, 8800 O St., Lincoln, or online at www.sccbookstore.com.

January 12-March 2
T 6-8:30 p.m.
Clay BBBX-1002-TCSA

Intermediate Spanish

Take your Spanish conversations to the next level. This class is a continuation of the Beginning Spanish class. Dive deeper into the grammar and vocabulary of the present tense. Topics covered include: businesses and locations, modes of transportation, prepositions, double negatives, demonstrative adjectives, daily routines, and so much more!

Textbook from Beginning Spanish class is required.

March 9-April 27
T 6-8:30 p.m.
Clay BBBX-2030-TCSA

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

Space is limited. Register today!

Looking for classes in your area? See pages 66-69 for the Course List by Region.

Location Key is on page 64.
Sign Exact English
Learning to use SEE (Sign Exact English) sign language to communicate with others with hearing and/or other challenges is the focus of this class. Students will learn skills to express and receive SEE as well as read the alphabet, learn basic survival signs and express likes and dislikes in SEE sign language.

Sign Exact English 1
(0.75 CEUs)
Keyword: Sign
Jan. 13-Feb. 10 W 6-7:30 p.m. $75
Plattsmouth, PLLC, 103 Clinic SIGN-3000-PLSA

Sign Exact English 1.5
(0.75 CEUs)
Keyword: Sign
Feb. 17-March 17 W 6-7:30 p.m. $75
Plattsmouth, PLLC, 103 Clinic SIGN-3001-PLSA

Sign Exact English 2
(1.5 CEUs)
Keyword: Sign
Jan. 13-March 17 W 6:30-9 p.m. $125
Plattsmouth, PLLC, 103 Clinic SIGN-3002-PLSA

Sign Exact English: Medical Focus
Learning to use SEE (Sign Exact English) sign language to communicate with others with hearing and/or other challenges within a medical or emergency setting. Students will learn to sign basic medical terms and information that include allergic, blood, pain, ambulance, hospital, fire, 911, and more!
(0.75 CEUs)
Keyword: Sign
Jan. 30-Feb. 27 S 10-11:30 a.m. $89
LIVE Online, Zoom Clinic SIGN-3031-TCFA

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

Required book to be purchased in SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com prior to first class.

Keyword: Sign
Jan. 12-March 2 T 5:30-7:30 p.m. $80
Lincoln, LNK, U-112 Howie LLLX-1806-LNSA

Jan. 14-March 4 Th 1-3 p.m. $80
Lincoln, CEC, 403 Propp LLLX-1806-CESB

What is Your Element?
Are you a wood, fire, water, earth, or metal? The Chinese medicine elements are phases or qualities in the natural cycle of things. When you discover your primary element, you will learn more about your strengths and what to do about potential weaknesses. Discover some energy medicine exercises to help you create balance in body and mind.

Keyword: Element
Dec. 2 W 6-8 p.m. $29
LIVE Online, Zoom Williams LLLX-2013-TCSA

Energy Medicine for Immune Health
The health of our energy body and the health of our physical body is intricately connected. Keeping your energy body systems strong and resilient is the basis for a healthy body and robust immune system. You will discover techniques from ancient world healing traditions including Chinese Medicine, the Energy Meridian System and more. Learn energy self-care techniques to use preventatively and when symptoms let you know the body requires your attention.

Keyword: Energy
Jan. 13-27 W 6:30-7:30 p.m. $59
LIVE Online, Zoom Williams LLLX-2249-TCSA

Conflict Shocks & Your Health
What if the conflict shocks we experience in life are contributing to symptoms we experience? What if our symptoms are actually signs of our body’s natural healing process? We will discuss how conflict shocks, encountered by our psyche, and initiate programs in the body to support us through the conflict and healing process. Learn a new way of looking at symptoms and gain a new level of understanding.

Keyword: Health
Jan. 25 M 6:30-8 p.m. $24
LIVE Online, Zoom Weichel BBBX-1249-TCSA

Massage Basics
This hands-on class teaches you specific massage techniques for back, arms/hands and scalp using your fingers to elbows. You’ll also learn about the professional massage modalities available to you.

Keyword: Massage
Feb. 8 M 6-9 p.m. $29
Lincoln, CEC, 302 Ohlson LLLX-0575-CESA

Intro to Energy Testing
Discover how to communicate with the body’s energies in ITS Language Energy Testing. Learn the background of Applied Kinesiology and concepts that form the foundation for this useful skill set and how to apply it to make choices for foods, vitamins and other substances. Leave with the skills to utilize this in your daily life to make choices directed by the wisdom of your body’s subtle energies.

Keyword: Energy
Jan. 11 M 7-9 p.m. $29
LIVE Online, Zoom Weishahn BBBX-1261-TCSA

Yoga Classes
See page 59 for more information.
Emotional Freedom for Weight Loss

EFT is a form of psychological acupressure but without the invasiveness of needles. Learn how to use Emotional Freedom Technique to assist in losing weight, reducing food cravings and eating healthy. EFT is easy to learn and can help you.

**Keyword: Freedom**

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Old Fashioned Soap Making

See page 31 for more information.

Uechi Ryu Karate Do / Introduction to Pilates / Continuing Pilates

See page 59 for more information.

**NEW! Let’s Do Lunch: Exploring Apps (Health & Wellness)**

See page 54 for more information.

**Money Matters**

I Don’t Need a Will, I’m Only 30

Understand the importance of having a will and starting early. The class will cover topics including financial powers of attorney, health care powers of attorney and living wills. When it comes to guarding your assets and ensuring that your loved ones are taken care of, it is never too early.

**Keyword: Will**

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Long Term Care Cost Planning

Learn more during this class about the differences among the types of long term care such as assisted living, nursing home, home health, and hospice care. Discussion will include what each type of care encompasses and approximate cost. How do people pay for this care today? Learn about insurance options available in the market and strategies used to help pay for care costs. This class will enable students to assess their individual risk of care needs, make cost estimates, and how to plan today to ensure they can pay for the care into the future.

**Keyword: Care**

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College Tuition Planning

It’s college application time! Preparing for this journey should be fun, but then there is the financial reality. Average student debt is $31,000. Discover the various ways to plan and pay for college. Gain an understanding of current college cost, future trends and discuss strategies on how to pay for college by exploring various types of accounts available in the market to use to save for college. Discussion of the Financial Aid application will be included.

**Keyword: College**

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Planning a Funeral

Have you planned a wedding, special birthday or anniversary? Normally you start planning those events at least a year in advance. A funeral, costs almost as much as the previously mentioned celebrations but you only have a few days to plan and get everything in order. This class will provide you with information and resources so you have time to think and maybe plan ahead so your loved ones know exactly what you want. This class is sponsored by the York County End of Life Partnership.

**Keyword: Funeral**

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Social Security 101: Understanding This Retirement Benefit

Understanding Social Security is critical to a person’s long-term financial well-being and retirement. This class provides an overview of Social Security and how it works, including eligibility and Primary Insurance Amount, filing options, the importance of timing (delayed retirement credits), and spousal benefits. Additionally, topic presentation discusses implications of working after a person begins collecting benefits, as well as other important considerations that can impact filing decisions. At end of discussion, participants should have a foundational knowledge of Social Security and how it works.

**Keyword: Security**

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Understanding Investing
It’s never too early (or late) to learn how to make your money work for you. Topics will include stocks, bonds, mutual funds, and the various types of accounts in which you can invest. If you want to learn more about investing and how you can use investments as a tool to reach your goals, this is your class.

If directed health measures indicate that we can not hold classes in-person classes, this class will move to Zoom format.

**Keyword: Invest**

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

**Keyword: Cable**

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NEW! Differences in Universal Music Across Cultures
We will explore how music gives shape to the cultural settings in which it is performed. Six different countries will be explored listening and learning about their music. Specific case studies will be examined through listening, analysis and discussion.

**Keyword: Music**

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NEW! Practical Practicing Workshop
Did you receive a new instrument over the holidays? Or do you have an instrument in the closet that is crying out for attention? If so, this workshop is perfect for you. Debby Greenblatt is offering a Practical Practicing Workshop for musicians who want to accomplish as much as possible during their private practice sessions. During this workshop, many different techniques will be discussed and demonstrated. By the end of the session, each musician will have a better idea of what to do, and how to do it.

**Keyword: Practicing**

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Native American Flute
This class will begin with a brief history of the Native American Flute and continue with a demonstration of how the flute works. Students will learn how to correctly hold the flute, the importance of breath control, and how to use finger holes. Using written music also will be discussed.

Cost includes instruction, five-hole red cedar flute with bag, instruction book, and CD. No prior knowledge of music is needed.

**Keyword: Flute**

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

Have your guitar ready for class. Plan to practice between classes.

**Keyword: Guitar**

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

If you don’t have a ukulele, they are available at Dietze, online and other music shops.

**Keyword: Ukulele**

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Music

**NEW! Keep on Strumming with the Dulcimer**
The Doolittles will team up to provide this informal and fun class where you will be able to learn to play the Mountain Dulcimer. Discover how to play the melody, and several songs regardless of your ability to read music or play by ear. Absolutely no music experience is necessary to succeed in this class.

Dulcimers will be provided for student use during class.

**Keyword: Dulcimer**

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Music Across Cultures
This class will begin with a brief history of the Native American Flute and continue with a demonstration of how the flute works. Students will learn how to correctly hold the flute, the importance of breath control, and how to use finger holes. Using written music also will be discussed.

Cost includes instruction, five-hole red cedar flute with bag, instruction book, and CD. No prior knowledge of music is needed.

**Keyword: Flute**

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Performing Arts

Improvisation

Improvisation is the ability to spontaneously create a scene, in the moment, based on a suggestion. Join us and discover the basics of improvisation and make the most of your creativity. Your seasoned improvisational instructor, Tim Mittan, brings professional experience to the classroom so don’t miss this great opportunity!

**Keyword: Improv**

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One-on-One Voice Lessons

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

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

**Keyword: Voice**

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Dance Classes

See page 40 for more information.

Personal Development

NEW! Blogging for Beginners

Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

**Keyword: Blogging**

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NEW! SCC Book Club

Explore and discover new favorites in our SCC Book Club. We will chat about our latest read, Brit Bennett’s “The Vanishing Half,” a stunning new novel about twin sisters, inseparable as children, who ultimately choose to live in two very different worlds, one black and one white.

**Keyword: Book**

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<th>Instructor</th>
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Let Me Share My Story with You: Writing My Memories

Have you ever thought of sharing your life story but don’t know where to begin? Get a jump start as you discover how to record events for family and friends. In a fun and supportive atmosphere, we will provide tips to help you jog your memory and discover intriguing topics to write about.

Bring pen and paper and start writing your story!

**Keyword: Story**

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Looking for classes in your area? See pages 66-69 for the Course List by Region.

**Location Key** is on page 64.

Space is limited. Register today!

Courses are subject to change.

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

For COVID-19 updates, visit www.southeast.edu/covid-19
Publish Your Writing
If you want to make a living as a writer, you need to treat it as a business. This includes your public persona, use of a pen name, etiquette, social media, managing time, discipline of writing, covers and editing, and genre/niche analysis. Discussion of querying agents and publishers will be included.

 **Keyword:** Writing

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

First class meets from 6-9 p.m. and second class meets from 6-8 p.m.

 **Keyword:** Speaking

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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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LDL: Basic Zoom
Learn how to use Zoom.

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

 **Keyword:** Zoom

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LDL: How to 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.

 **Keyword:** Zoom

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<th>Date</th>
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Welcome to Medicare
See page 42 for more information.

Looking for Classes in your area?
See pages 66-69 for the Course List by Region.

Location Key is on page 64.
**Personal Interest**

**NEW! LDL: Exploring Apps (Workplace Skills)**
Boost your workplace skills by exploring applications on your smartphone/tablet.

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

**Keyword: Exploring**
Feb. 24 | W | Noon-1 p.m. | $10
LIVE Online, Zoom | AREA-6665-TCSD

**LDL: Video Chatting with Family & Friends**
Can’t meet with family over the holidays? Find out ways to connect virtually.

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

**Keyword: Video**
March 3 | W | Noon-1 p.m. | $10
LIVE Online, Zoom | AREA-6665-TCSE

**Photography**

**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).

**Keyword: Photography**
Jan. 20-Feb. 24 | W | 6:30-7:30 p.m. | $69
LIVE Online, Zoom | Keller | LLLX-0528-TCSD

**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.

**Keyword: Photography**
Jan. 14-28 | Th | 6-9 p.m. | $49
LIVE Online, Zoom | Applegarth | BBBX-1067-TCSA

**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.

**Keyword: Photography**
Feb. 11-25 | Th | 6-9 p.m. | $49
LIVE Online, Zoom | Applegarth | BBBX-1881-TCSA

**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 way-cool photographs of portraits, landscapes, night 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!

**Keyword: Photography**
March 11-25 | Th | 6-9 p.m. | $49
LIVE Online, Zoom | Applegarth | BBBX-1814-TCSA

Space is limited. Register today!
Photography I
Discover the craft and creativity of photography in this beginning class. Learn to use your digital camera with basic principles such as exposure, metering modes, shutter speeds, aperture and depth of field, focal length, and more.

Bring a camera with exposure controls to class.

Photography II
Continue your exploration of photography with the intermediate class. More complex techniques and concepts will be addressed, and weekly assignments given. Students' work will be critiqued in a fun and positive manner. Bring your camera to class.

Key: Photography
Jan. 12-March 9  T  6:30-9:30 p.m.  $109
Lincoln, LNK, U-108  Hagen  LLLX-1100-LNSA

Photography III
This is a continuation of Photography II with an emphasis on photographing people, and the use of electronic flash. Flash techniques such as direct, slow-synch and fill-in and other lighting concepts will be taught.

Key: Photography
Jan. 13-March 10  W  6:30-9:30 p.m.  $109
Lincoln, LNK, U-107  Hagen  LLLX-1135-LNSA

Photography IV
Photography IV focuses on a project of the student's choice. This advanced photography class will continue the weekly critiques and a presentation and exhibition of student's work also will be addressed.

Key: Photography
Jan. 14-March 11  Th  6:30-9:30 p.m.  $109
Lincoln, LNK, U-108  Hagen  LLLX-1137-LNSA

Night Photography Techniques
Prerequisite: Photography I and preferred Photography II
Learn more about night photography techniques for landscape or cityscape. Discussion will include slow shutter speed, and manual settings, including bulb and ISO.

Plan on assignment given in first class, critique in second class. Bring your camera to class.

Key: Photography
Jan. 23-30  S  Noon-2 p.m.  $49
Lincoln, LNK, U-103  Hagen  LLLX-1147-LNSA

In-Camera Black & White Photography Techniques
Prerequisite: Photography I and preferred Photography II
Discover more about in-camera black and white photography without the need for post-production.

Plan on assignment given in first class, critique in second class. Bring your camera to class.

Key: Photography
Feb. 6-13  S  Noon-2 p.m.  $49
Lincoln, LNK, U-103  Hagen  LLLX-1148-LNSA

Close-Up & Macro Photography Techniques
Prerequisite: Photography I and preferred Photography II
Close up filters, macro lenses, and other photographic techniques will be discussed.

Plan on assignment given in first class, critique in second class. Bring your camera to class.

Key: Photography
Feb. 20-27  S  Noon-2 p.m.  $49
Lincoln, LNK, U-103  Hagen  LLLX-1149-LNSA

Understanding White Balance (Color Correction)
Prerequisite: Photography I and Photography II preferred
Learn about color temperature and white balance settings on your camera and how to use them.

Plan on assignment given first class, critique second class. Bring your camera to class.

Key: Balance
March 6-13  S  Noon-2 p.m.  $49
Lincoln, LNK, U-103  Hagen  LLLX-1150-LNSA

Courses are subject to change.
Let’s Make Photographs

Let’s explore how we can take better pictures and help you become more creative with your photography. We will explore the different modes of your camera and how we might use them for different photographic opportunities. Whether you use a cell phone or a DSLR, let’s learn to take those “wow” photographs instead of snapshots.

Bring your camera and instruction manual.

**Key Word:** Photographs

- March 16
- 5:30-8:30 p.m.
- $29

**Apple ID, iCloud & Photo Management with Photos for Mac**

See page 19 for more information.

**Intro to Adobe Photoshop Creative Cloud / Introduction to Adobe Photoshop Elements / Introduction to Adobe Lightroom**

See page 23 for more information.

**Pictures Galore, Organizing & More!**

See page 32 for more information.

**Scrapbook Retreats / Digital Scrapbooking / Shutterfly Photo Book Memories / NEW! Shutterfly**

See pages 32-33 for more information.

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**SPORTS, RECREATION & FITNESS**

**Archery Introduction**

Have fun and build self-confidence with a sport that has been burning up the silver screen. Learn archery and build confidence in a self-paced class. Earn pins as you improve each week. This is a great course for those who want to try archery as a sport or recreationally.

- Classes meet indoors and equipment provided to use for the class. You are welcome to use your own equipment pending club approval. Instructors are certified with USA Archery. Minimum age 8.

**Key Word:** Archery

- Jan. 5-March 9
- 6-7 p.m.
- $40

**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 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.

**Key Word:** Strength

- Jan. 13
- 5:30-6:30 p.m.
- $29

- Jan. 23
- 9-10 a.m.
- $29

**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.

**Key Word:** Strength

- Feb. 3
- 6-7 p.m.
- $29

- Feb. 6
- 9-10 a.m.
- $29

**Water Aerobics**

Why exercise in water? Water offers more resistance than air, allowing for a terrific cardiovascular workout, enhancing flexibility, strengthening and toning.

Swimming suits are required, while water shoes are recommended.

**Key Word:** Water

- Jan. 11-Feb. 10
- M, W
- 8:30-9:30 a.m.
- $19

- Feb. 15-March 24
- M, W
- 8:30-9:30 a.m.
- $19
NEW! Barre Workout
Barre is a form of exercise in which classical ballet movements and positions are combined with those from yoga and Pilates.

Barre classes focus on small, pulsing movements with emphasis on form, alignment and core engagement. Wear comfortable clothing, suitable for working out.

Keyword: Barre
Jan. 14-March 18  Th  5:30-6:30 p.m.  $59
NE City, AWC, Group X  Rayhel  AREA-8729-NCSA

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

Wear comfortable clothing, suitable for working out.

Keyword: Cardio
Jan. 11-Feb. 1  M, W, F  8:30-9:30 a.m.  $59
NE City, AWC, Group X  DeBuhr  AREA-8726-NCSA
Feb. 3-24  M, W, F  8:30-9:30 a.m.  $59
NE City, AWC, Group X  DeBuhr  AREA-8726-NCSA

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

Wear comfortable clothing, suitable for working out.

Keyword: Mix-Up
Jan. 11-Feb. 1  M, W, F  5:30-6:30 a.m.  $59
NE City, AWC, Group X  Defreeze/Essary/Sammons  AREA-8722-NCSA
Feb. 3-24  M, W, F  5:30-6:30 a.m.  $59
NE City, AWC, Group X  Defreeze/Essary/Sammons  AREA-8722-NCSA

Zumba® Active
This class is for active aging adults who are looking for a modified Zumba® class recreating the original moves at a lower intensity. The energizing music will get you moving toward a healthier, active lifestyle.

Because you will move your whole body, the dance steps will help circulate your blood through your entire body and raise your heart rate. This class is very easy to follow.

Bring to class: Water bottle and hand towel. Wear comfortable clothing, suitable for working out. Dance shoes not required.

Keyword: Zumba
Jan. 14-Feb. 11  Th  9:45-10:30 a.m.  $35
NE City, AWC, Group X  Wetrosky  AREA-6311-NCSA
Feb. 18-March 18  Th  9:45-10:30 a.m.  $35
NE City, AWC, Group X  Wetrosky  AREA-6311-NCSA

Zumba®
This high-energy class uses Latin-inspired dance steps to work your core and burn calories.

Wear comfortable clothing, suitable for working out. Dance shoes not required.

Keyword: Zumba
Jan. 11-March 15  M  6:15-7:15 p.m.  $59
NE City, AWC, Group X  Farmer  AREA-8715-NCSA

Fitness Boot Camp
This intense workout is for all levels, no matter where you are in your fitness journey.

Wear comfortable clothing, suitable for working out.

Keyword: Boot Camp
Jan. 14-March 18  Th  5:30-6:30 a.m.  $59
NE City, AWC, Group X  Barr  AREA-8725-NCSA

Straps Workout
Incorporating Suspension Training Straps, this body-weight workout develops strength, balance, flexibility and core stability. Any fitness level can participate in this workout.

Wear comfortable clothing, suitable for working out.

Keyword: Straps
Jan. 12-March 31  T, Th  6-6:30 p.m.  $59
NE City, AWC, BSMT  Stuckenhoftz  AREA-8728-NCSA

Space is limited. Register today!
Yoga Classes

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

Wear comfortable clothing. Bring a thick towel or yoga mat to class. Choose a location that hinders you from everyday movement? This is the class for you! You will learn different stretches and strengthening poses—all from a chair! If you are a desk sitter most healthy and alert—using just a chair. Staying active, healthy and alert—using just a chair. Staying active, healthy and alert—using just a chair. Staying active, healthy and alert—using just a chair.

Yoga
Mats provided.

Yoga & Pilates
All experience levels welcome.

Fundamentals of Yoga
Basic posture and breathing.

Yoga I
Prerequisite: Fundamentals of Yoga (LLLX-1701)
This is a continuation of the fundamentals class.

Yoga II
Prerequisite: Yoga I (LLLX-1755)
This is a continuation of Yoga I.

Anywhere Yoga Using a Chair
Discover how to stay active, healthy and alert—using just a chair! If you are a desk sitter most of the day, or have arthritis/conditions that hinder you from everyday movement? This is the class for you! You will learn different stretches and strengthening poses—all from a chair. Staying active, healthy and alert will be the goal of this class. Join us via Zoom from anywhere!

Chair Yoga
Learn modified yoga poses seated in a chair.

Gentle Yoga
Chair, standing or mat positions.

Uechi Ryu Karate Do
Uechi-ryu is a classical Chinese Okinawan style of self-defense, which stresses a balance between mind, body, and technique. The classes involve warm-up techniques to enhance good health, exercises to strengthen movement, stretching to improve flexibility, and basic to advanced self-defense strategies.

Introduction to Pilates
This intelligent exercise method can lead to increased strength and flexibility through mind/body as you discover your core in the mat work.

Continuing Pilates
Prerequisite: Introduction to Pilates (LLLX-1522) or instructor permission
Focus on adding new exercises in mat work.

NEW! Youth Clay Pots & Sculptures
Ages 9-16
Discover the joy of building with clay by hand and various finishing techniques. Beginning students will work on projects exploring the fundamentals of clay while advanced students will work on more self-guided projects.

Payment is due at time of registration for all non-credit classes.
Skills & Drills Camp  
4th-8th Grade  
Encouraging fundamental development for improvement in every aspect of the game, this class will help basketball players with drills to help improve their game.

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<td>Lincoln, Ceramic Bldg</td>
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Youth Pottery Wheel  
Ages 10-15  
This is an introduction for tweens and teens to the fundamentals of the pottery wheel. For more experienced students it will allow more time for you to hone your skills.

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<td>Jan. 9-30</td>
<td>LLLX-1212-OCSA</td>
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<td>Feb. 13-March 6</td>
<td>LLLX-1212-OCBS</td>
<td>$85</td>
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<td>March 20-April 17</td>
<td>LLLX-1212-OCSC</td>
<td>$85</td>
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Cupcake Kids  
Ages 6-12  
Kids will learn the “fun”damentals of cake decorating and kitchen safety in this hands-on class. Learn how to frost and decorate cupcakes with seasonal themes.

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<tr>
<td>St. Patrick’s Cupcakes</td>
<td>Lincoln, Ceramic Bldg</td>
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Babysitting 101  
Ages 10-14  
This interactive class will help you become a great babysitter. You will learn about the business of babysitting, child development, safety, and fun ways to keep children entertained.

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

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<td>Online, Canvas</td>
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<td>Nebron, HNLC, 101</td>
<td>Segner</td>
<td>Online, Canvas</td>
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Space is limited. Register today!
Driver Education & Safety

Driver Education

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 student’s email one week prior to the orientation. Student must have a school or learner’s permit and complete both the online lecture and driving to be eligible for documentation for the Provisional Operator’s Permit and/or insurance requirements.

Required Orientation

- Dec. 10
- Feb. 4
- Feb. 25

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 2021, contact us at continuing@southeast.edu, 402-437-2700 or 800-828-0072. NOTE: Attendance is critical to the student's success. Each class and lab must be attended as scheduled. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Lincoln SCC

(All lectures have an online option.)
Jan. 5-Feb. 13 Online Lecture Only $295
TRAN-3398-LNKS
Feb. 15-March 27 Online Lecture Only $295
TRAN-3398-LNSE
March 8-13 Online Lecture Only $295
TRAN-3398-LNSJ

Lincoln East High School

(All lectures have an online option.)
Jan. 5-Feb. 13 Online Lecture Only $295
TRAN-3398-OCSK

Lincoln High School

(All lectures have an online option.)
Feb. 15-March 27 Online Lecture Only $295
TRAN-3398-OCSB
March 8-13 Online Lecture Only $295
TRAN-3398-OCSL

Lincoln North Star High School

(All lectures have an online option.)
Jan. 5-Feb. 13 Online Lecture Only $295
TRAN-3398-OCSD

Lincoln Drive Lab Schedule

Drive lab meets two hours once a week for six weeks, Monday through Friday with a starting time of 3:30 or 5:45 p.m., or Saturday starting at 8 a.m., 10:15 a.m., 1 p.m., or 3:15 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.

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.

Keyword: Instructor

Feb. 1-March 15 Online $429
Lincoln, LNK, Arranged Leedom TRAN-3393-HBSS
March 29-May 10 Online $429
Lincoln, LNK, Arranged TRAN-3393-HBSS

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.

Lincoln Northeast High School

(All lectures have an online option.)
Feb. 15-March 27 Online Lecture Only $295
TRAN-3398-OCSA
March 8-13 Online Lecture Only $295
TRAN-3398-OCSN

Lincoln Southeast High School

(All lectures have an online option.)
Feb. 15-March 27 Online Lecture Only $295
TRAN-3398-OCSH
March 8-13 Online Lecture Only $295
TRAN-3398-OCSM

Lincoln Southwest High School

(All lectures have an online option.)
Feb. 15-March 27 Online Lecture Only $295
TRAN-3398-OCSI
March 8-13 Online Lecture Only $295
TRAN-3398-OCSJ

Lincoln Drive Lab Schedule

Drive lab meets two hours once a week for six weeks, Monday through Friday with a starting time of 3:30 or 5:45 p.m., or Saturday starting at 8 a.m., 10:15 a.m., 1 p.m., or 3:15 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.
Motorcycle Safety: Beginning Riders Course

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

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

The online eCourse is to be successfully completed one week prior to the start of the Friday evening classroom session. Approximately three weeks before the start date of the course, an email and letter will be sent with instructions on how to access the eCourse.

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

Class is held on Friday from 6:30 p.m., Saturday from 8 a.m.-4:30 p.m. and Sunday from 8 a.m.-1 p.m.

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

Keyword: Motorcycle
See Desc.
$239
TRAN-3378-LNSA
Lincoln, LNK, TBA
F, S, U

April 2-4
8 a.m.-4:30 p.m.
TRAN-3363-TCGF
LIVE Online, Zoom
S
Dec. 5
$65

Keyword: Driver
See Desc.
$65
TRAN-3363-TCFH
Lincoln, LNK, TBA
F, S, U

Jan. 9
8 a.m.-4:30 p.m.
TRAN-3363-TCSA
LIVE Online, Zoom
S
Jan. 23
$65

March 20
8 a.m.-4:30 p.m.
TRAN-3363-TCSF
LIVE Online, Zoom
S
Dec. 19
$65

March 6
8 a.m.-4:30 p.m.
TRAN-3363-TCSB
LIVE Online, Zoom
S
Feb. 6
$65

March 20
8 a.m.-4:30 p.m.
TRAN-3363-TCSF
LIVE Online, Zoom
S
Feb. 20
$65

Space is limited. Register today!

www.southeast.edu/continuing

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

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

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

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

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

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

Are you thinking of starting college?

Are you needing to complete General Education classes for an SCC program or at another college?
Connection to SCC Services
The Learning Center staff are available to assist in making connections via phone or video with SCC services. In person meetings at the Learning Center also may be arranged.

- Admissions
- Advising
- Testing
- Financial Aid
- Registration
- Disability Services
- Career Services
- Academic Support Services
- Transitions Lab
- Student Success
- Tutoring

Need a Place to Study?
Contact the Learning Center in your area to schedule a time to study.
Falls City: Call 402-323-3396
Email hjcarr@southeast.edu
NE City: Call 402-323-3636
Email cmeyer@southeast.edu
Wahoo: Call 402-323-5581
Email dkerwin-kubr@southeast.edu

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

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

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

Contact the Testing Center on the Beatrice, Lincoln or Milford campuses or the Learning Centers at Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, or York for an appointment. Check the “How May We Assist You?” list on page 49 for contact information.

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

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

Job Enhancement Scholarship
Take advantage of this amazing opportunity to improve your employability, increase your value to your employer or simply learn a new skill that you can put to use while on the job! If approved and funds are available, the scholarship will award 75% of the tuition!
Anyone who lives in Nebraska City (68410) zip code and can explain how the class will enhance and improve their job-related skills is encouraged to apply.

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

Do you need help with your business or business idea?
The Focus Suites at Southeast Community College is a professional and comfortable place to do business, for real. Focus Suites members are passionate about their work. Some are just starting their entrepreneurial journey while others have already celebrated many milestones. We offer a variety of services and resources to help entrepreneurs including office space, coaching and networking opportunities.

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

- Individual office suites with 24/7 access
- Supportive, collaborative community culture
- Flexible leases and affordable rental rates
- Free parking and high-speed internet
- Shared Collaboration Room

Experience the Suite life without an office with a virtual membership! Enjoy access to coaches, network of fellow Focus Suites members, and private Focus Suites events and learning opportunities.

- $30/month Focus Suites Experience package includes:
  - Networking with other Focus Suites members
  - Quarterly Focus Meetings (optional)
  - Private Focus Suites Facebook group
  - Weekly Zoom meet-ups
  - Private social and networking opportunities
  - Access to Focus Suites coaches
  - Business listed on our website
  - And more!

Perk Up Thursdays
Jan. 7-March 25 • 10-11 a.m.
Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a speaker who shares real stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started in their business, what they learned along the way, and what keeps them perked up and passionate about what they do.

Perk Up Thursday is held in the Focus Suites Commons (Third Floor, 285 S. 68th St. Place, Lincoln) 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!

Focus Coaching is a customizable coaching experience designed to help entrepreneurs identify their strengths and vulnerabilities. Participants are introduced to tools for informed decision making. The first session is free so we can learn about your unique business situation, determine if Focus Coaching is a fit or if there is another resource we can recommend. See page 6 for more details.

To reserve the Suite Spot, schedule your free coaching appointment, or check out our spotlight speakers from Perk Up Thursday, visit www.southeast.edu/entrepreneurship or follow the Focus Suites on Facebook® and Twitter.
Beatrice
BAGC.......................SCC Agriculture Center, one mile south of the SCC Beatrice Campus on Highway 136
BECH............Beatrice Chamber of Commerce, 218 N. Fifth St.
FLOW..........................Flowing Springs, 2211 Sunset Drive
Southeast Community College, Beatrice Campus, 4771 W. Scott Road
AEC.......................Academic Excellence Center
FOR..............................Ford Hall
JAC..............................Jackson Hall
KEN..............................Kennedy Center
TRU..............................Truman Center
SWTS.............Sifted Sweets, 108 S. Sixth St.

Dorchester
WELL.....................The Well, 1002 Lincoln St.

Falls City
FCLC.................Learning Center at Falls City, 3200 Bill Schock Blvd.

Hebron
HNLC...............Learning Center at Hebron, 610 Jefferson Ave.

Lincoln
4211......................Doeden’s Dance Studio, 4211 LaSalle St.
ARCH......................Architectural Glassarts, 4035 S. 48th St.
CEC.........................Jack J. Huck Continuing Education Center, 301 S. 68th St. Place
EHS..........................East High School, 1000 S. 70th St.
ELCC.............East Lincoln Christian Church, 7001 Edenton Road (Enter the northeast door)
EPCH......................Eastridge Presbyterian Church, 1135 Eastridge Drive
GLTC......................Green Leaf Tea Company, 2917 Pine Lake Road, #D
GRLN......Greater Lincoln Obedience Club, 5740 Johanna Road (From Cornhusker Hwy, go north two blocks on Hwy 77 (56th St.). Turn right onto Morton St. Go one block; turn left onto North 57 St. Go one block; turn right onto Johanna Rd. GLOC building is one block on the left.)
HTCH...........Holy Trinity Church, 6001 A St. (Enter west parking lot at traffic signal, use south door and go to lower level.)
KELN...........Kenl Inn, 10241 E. Old Cheney Road (1 1/4 mile east of 84th and Old Cheney)
LEFM...........Lefler Middle School, 1100 S. 48 St.
LHS..........................Lincoln High School, 2229 J St.
LNE.............Lincoln Northeast High School, 2635 N. 63rd St.
LNK..............Southeast Community College, Lincoln Campus, 8800 O St.
LNS...........Lincoln North Star High School, 5801 N. 33rd St.
LSE.............Lincoln Southeast High School, 2930 S. 37th
LSW...........Lincoln Southwest High School, 7001 S. 14th
LUXC.............Lux Center for the Arts, 2601 N. 48th St. (Enter through the glass door on the west side of building off parking lot.)
NOTE: Ceramics classes are in the building directly west of the Lux Center. Look for the lime green yard sign.
MBAB.............Madsen’s Bowling & Billiards, 4700 Dudley (Meet at the bowling/pool main counter)
MGC.....................Mahoney Golf Course, 7900 Adams St.
OLER..............Oler’s Family Upholstery, 5330 Custer Circle #4 (It is two blocks south of 70th and Cornhusker and one block east, next to Big Red Storage; second tan building in the middle; 402-613-1947)
PIED..............Piedmont Church, 4801 A St.
PBAC..............Prairie Bowman Club, 1432 N. Cotner Ave.
PPK......................Pioneers Park, 3201 S. Coddington Ave.
PPNP.............Prairie Pines Nature Preserve, 112th and Adams (When you arrive at the entrance gate, turn off 112th on paved driveway.)
SPUM...........St. Paul United Methodist Church, 1144 M St.
VWSP...........Vang Wood Shop, 6700 Francis St.
WEAV.............The Weavers Studio, 3843 S. 48th St., Lower Level (West of 48th on Cooper Avenue) Follow the sidewalk to the lower level entrance at the back of the building. On street parking ONLY.

Louisville
SHSH...............Simply Home Sweet Home Studio, 8980 Raven Drive (Class location is rural, three miles from Hwy 66)

Milford
CCDW..............Crete Carrier Diesel Technology & Welding Center, 701 Trades City Drive
ETC.....................Southeast Community College, Milford Campus, Eicher Technical Center, 600 State St.
WEL..................Southeast Community College, Milford Campus, Welsh Center, 600 State St.

Nebraska City
AWC.............Ambassador Wellness Center, 1240 N. 19th
IWS.................It’s in the Wind Studio, 751 N. 60th Road
NCF.....................Nebraska City Florist, 109 S. Ninth St.
NCHS..............Nebraska City High School, 141 Steinhart Park Road
NCLC..............Learning Center at Nebraska City, 819 Central Ave.
SAC.............Steinhart Aquatic Center, 121 S. Steinhart Park Road
WPBB..............Whispering Pines B&B, 2018 Sixth Ave.

Plattsmouth
FKHM..............Fork and Hammer, 546 Main St.
PLAH..............Plattsmouth High School, 1916 Hwy. 34
PLL..............Learning Center at Plattsmouth, 537 Main St.
SER.............Serenity Yoga & Wellness, 546 Ave. A, Suite 5
SHAW..............Shaw Hardware, 433 Main St.

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

Waverly
WAVI..............Waverly Intermediate School, 14621 Heywood St.

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

Louisville

See Desc. The course description will give the class location
TBA...............To Be Announced
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<td><strong>NEW!</strong> Practical Practicing Workshop</td>
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<td>Project Management Certificate (UGotClass)</td>
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<tr>
<td>Publish Your Writing</td>
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</tr>
<tr>
<td>QuickBooks 2019: Basic</td>
<td>4</td>
</tr>
<tr>
<td>Intermediate</td>
<td>4</td>
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</tbody>
</table>
**BEATRICE REGION**

www.southeast.edu/BeatriceCE

These classes are held in Beatrice unless noted.

- Adult Pottery .......................................... 35
- Artificial Insemination in Cattle .................. 5
- Critical Thinking in Today’s Workplace ...... 9
- Cupcake Kids: Sweetheart Cupcakes & St. Patrick’s Cupcakes ............................. 60
- Decoupage Eggs ......................................... 31
- Electrical Fundamentals .............................. 11
- Emotional Freedom for Weight Loss ........... 51
- Excel 2016: Basic ........................................ 23
- Forklift Operator ......................................... 13
- Food Protection Manager Online Class ......... 46
- Fun with Fondant ........................................ 44
- Gentle Yoga .............................................. 59
- Glass Fusing Wine Bottles ......................... 38
- Homemade Paper ....................................... 34
- How to Lead Projects ................................... 9
- NEW! How to Thrive in a VUCA World ......... 8
- Industrial Electro-Pneumatics ..................... 12
- Innovative Leadership .................................. 7
- Motor Control & Relay Logic ....................... 11
- Native American Flute ................................ 52
- NEW! Navigating Medicare.gov .................. 42
- Nothing New Trip ....................................... 40
- QuickBooks 2019: Basic ............................ 4
- QuickBooks 2019: Intermediate ................. 4
- Shutterfly Photo Book Memories ................. 33
- Silverware Jewelry ..................................... 38
- Speechcraft ............................................. 54
- Taco Bout A Scrap: Dream Daze Scrapbook Retreat ........................................... 33
- Top 7 Tools to Help You Manage Projects .... 8
- Using the Cloud ......................................... 20
- Welcome to Medicare ................................. 42
- Working with Difficult People .................... 8
- Yoga & Pilates ........................................... 59
- Your Role as a Supervisor ........................... 8

**HYBRID**

- CPR AED Online + Skills Session ............... 15
- CPR - HeartCode® Basic Life Support Online + Skills Session ......................... 16
- Driver Education Instructor Training .......... 61
- First Aid Online + Skills Session ............... 15

**LEARNING CENTER AT HEBRON REGION**

www.southeast.edu/HebronLC

These classes are held in Hebron unless noted.

- Air Fryer 101 ............................................. 45
- Babysitting 101 ........................................ 60
- Backyard Chickens .................................... 28
- Food Protection Manager Online Class ....... 46
- Four-Hour STOP Class (Thayer County) ....... 61
- Gas Metal Arc Welding I (Steel) (Deshler) .... 14
- Gas Metal Arc Welding II (Aluminum) (Deshler) ........................................ 14
- Human Trafficking: Slavery Today ............. 42
- Instant Pot Cooking Basics .......................... 45
- Life’s a Garden Series: Beginning Gardening ................................................. 47
- “Squash” Garden Pests ............................... 47
- Weed It & Reap .......................................... 47
- One-on-One Computer Training: 3 Hours ... 18
- One-on-One Smart Device Training .......... 19
- NEW! Sheep Farming 101 ............................ 28
- T-shirt Block Interfacing ............................. 40
- T-shirt Quilt Tops ....................................... 40

**LINCOLN REGION**

www.southeast.edu/continuing

These classes are held in Lincoln unless noted.

- 4th Annual Jigsaw Puzzle Derby .................. 31
- Acrylic Class (Beginning/Intermediate) ...... 37
- Adobe Acrobat DC Pro ................................ 22
- Adobe InDesign: Streamlining Your Workflow ................................................. 23
- Adobe InDesign: Exploring Graphic Features ................................................... 23
- Adobe Spark ............................................ 23
- Advanced Automation Direct PLC Programming .............................................. 12
- Advanced RS LOGIX 500, Allen-Bradley PLCs ........................................... 12
- Advanced Wood Carving ............................ 34
- Agility 101 .............................................. 29
- Agility 102 .............................................. 29
- Agility 103 .............................................. 29
- NEW! Almost Perfect Employee, The ........ 8
Course List by Region

Lincoln Region (Cont.)
www.southeast.edu/continuing

These classes are held in Lincoln unless noted.

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Basic Automation Direct PLC ............................................ 12
Basic Computer ................................................................. 18
Basic Cooking Skills ......................................................... 45
Basic Obedience & Manners for Your Dog ......................... 28
Basic Programmable Logic Controllers (PLCs) for Electricians ........................................ 12
Basic RS LOGIX 500, Allen-Bradley PLCs ....................... 12
Basic RS5000/Logix Programming ................................. 12
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Beginning Cheesemaking ................................................. 44
Beginning Handweaving ..................................................... 35
Beginning Line Dance ........................................................ 41
Beginning Novice Obedience for Competition ...................... 30
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Beginning Tap Dance for Adults .......................................... 40
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Beginning/Intermediate Metalsmithing ............................. 34
Being Radically Inclusive: It’s Not So Radical ....................... 9
Belly Dance for Beginners ................................................... 40
Building a Website Level I .................................................. 25
Building a Website Level II ............................................... 25
Building a Website Using Content Management ................ 25
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NEW! Camping with Your Canine ....................................... 29
Canine Good Citizen ......................................................... 30
Canva .................................................................................. 23
NEW! Capturing Moments & Memories of Your Canine ........ 29
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Cheesemaking Around the World ................................. 44
Clay Scupture ...................................................................... 35
Close-Up & Macro Photography Techniques ..................... 56
Colored Pencil Drawing ....................................................... 36
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Couples Dances ................................................................. 40
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CPR - Basic Life Support ..................................................... 15
CPR - HeartCode® Basic Life Support Online + Skills Session ...................................................... 16
Creating Colorful Hanging Baskets & Planters ....................... 47
Critical Thinking in Today’s Workplace ............................. 9
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Gourd Art ............................................................................ 34
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Innovative Leadership ........................................................ 7
Intermediate Computer ....................................................... 18
Intermediate Mac .............................................................. 19
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Introduction to Needlepoint ............................................... 39
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www.southeast.edu/continuing
NEW! Successful Seed Starting Techniques ................. 48
Sugar Cookie Fun .......................................................... 44
Tracking ..................................................................... 30
Top 7 Tools to Help You Manage Projects ................... 8
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Watercolor Painting ..................................................... 38
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West Coast Swing: Dance to Country & Big Band ...... 40
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One-on-One Computer Training: 3 Hours .......... 18
One-on-One Smart Device Training ......................... 19

NEW! Dandelion Magic ............................................... 38
One-on-One Computer Training: 3 Hours .......... 18
One-on-One Smart Device Training ......................... 19

NEW! Money Talks Series ........................................... 51

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

These classes are held in Wahoo unless noted.

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

These classes are held in York unless noted.

LEARNING CENTER AT PLATTSMOUTH REGION
www.southeast.edu/PlattsmouthLC

These classes are held in Plattsmouth unless noted.

LEARNING CENTER AT NEBRASKA CITY REGION
www.southeast.edu/NebraskaCityLC

All classes are held in Nebraska City unless noted.

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Basic Art of Cookie Decorating: Valentines (Louisville) .... 44
Enhance Your Public Speaking ................................ 54
Fit for Senior Living ..................................................... 58
Instant Pot Cooking Basics ....................................... 45
Intro to the Guitar ....................................................... 52
iPhone Tips & Tricks .................................................... 20
Let Me Share My Story with You:
Writing My Memories ................................................ 53
Life's a Garden Series:
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“Squash” Garden Pests .............................................. 47
Weed It & Reap ............................................................ 47
Natural Candle Making (Louisville) ......................... 30
**Registration Information/Policies**

**Detailed Instructions for:**

**Paper Form for Mailing & Faxing**

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

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

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

**Online**

**Login Help for Web Advisor**

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

John Smith, SCC ID number 0123456: js123456

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

**Don’t know your User ID or password?**

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

**THIS PASSWORD BECOMES YOUR NEW PASSWORD. WRITE IT DOWN SO YOU KNOW/REMEMBER IT!!! No one at the college can see your password. If you forget your password, it will need to be reset, which may take some time.**

Online help is available to request that your password be reset and sent to an email address we have on file for you. You cannot change and/or add an additional email address when requesting your password.

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

**Why Can’t I Register Online?**

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

**Non-Credit Classes**

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

**Credit Classes**

You are entitled to a 100% refund for any credit class officially dropped prior to 7.50% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

“No” refund is allowed after 7.51% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Your transcript will not show any registration data if you drop prior to 7.50% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Specific drop dates for individual classes are published each term in the Credit Class Schedule.

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

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

**Cancellations/Refund Policy**

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

**Drop/Withdraw From a Class**

**“No-Show” Students**

Failure to attend classes does not constitute a drop or withdrawal. “No Show” students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the “no show” student did not drop the class online using Web Advisor or with an “Official Drop/Add Form For Classes” within the designated refund period.

**Confirmations**

All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

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

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

a. Individuals 16 years or older are eligible to enroll in courses, provided they meet any stated prerequisites.

b. Some classes are specifically designed for youth under 16 years of age, and/or for youth under 16 and adults in which both register and attend the class. Check course descriptions for details.

c. Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

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

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

SOCIAL SECURITY NUMBER
The College requests, but does not require, a student provide their Social Security number. Upon registering for classes, a student will be required to provide their Social Security number.

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

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

FIVE EASY WAYS TO REGISTER!

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

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

REGISTER IN PERSON
WALK-IN to the Jack J. Huck Continuing Education Center Monday-Thursday, 7:30 a.m.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.

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

www.southeast.edu/Continuing
helpdesk.southeast.edu

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

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

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
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Residence Mailing Address
City
State Zip
County #

Email Address
Cell Phone
Home Business Phone

I identify as:  Male  Female
Nebraska Resident  Non-Resident
Ethnicity (select one):
| Hispanic or Latino | Not Hispanic or Latino |

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

<table>
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SIGNATURE

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

Would you like a receipt mailed to you?  Yes  No

Name as it appears on card: ____________________________
Exp.Date _________  CC #

Billing agency (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.

For the protection of your personal credit card information, do not email this form to SCC. If faxing, include letter of authorization on company letterhead.

Submission of this form indicates that I understand that my registration is complete and that I am accountable for the tuition and fees and that my grade is subject to a grade in the course. The tuition and fees are refundable in full if the student requests a refund in full within seven calendar days of the start date of the course. Any refund in full shall be determined by the date the student’s request is received by Continuing Education. If a failure to attend a course does not constitute an official drop/withdrawal, the personal information contained in this form is correct as shown; I agree to changes in S.A.M. legal name, address, residency, etc. that should be made in the College’s database. The policies contained herein are in effect as shown; and if any changes in SCC’s policies or procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, employment, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Would you like a receipt mailed to you?  Yes  No

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.

For the protection of your personal credit card information, do not email this form to SCC. If faxing, include letter of authorization on company letterhead.

Submission of this form indicates that I understand that my registration is complete and that I am accountable for the tuition and fees and that my grade is subject to a grade in the course. The tuition and fees are refundable in full if the student requests a refund in full within seven calendar days of the start date of the course. Any refund in full shall be determined by the date the student’s request is received by Continuing Education. If a failure to attend a course does not constitute an official drop/withdrawal, the personal information contained in this form is correct as shown; I agree to changes in S.A.M. legal name, address, residency, etc. that should be made in the College’s database. The policies contained herein are in effect as shown; and if any changes in SCC’s policies or procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, employment, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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Name as it appears on card: ____________________________
Exp.Date _________  CC #

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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<table>
<thead>
<tr>
<th>Program Title</th>
<th>Location offered</th>
<th>Terms to Complete</th>
<th>Awards</th>
<th>Starting Terms</th>
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<tbody>
<tr>
<td>ARTS &amp; SCIENCES</td>
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<tr>
<td>Academic Transfer (and Biotechnology)</td>
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<tr>
<td>Early Childhood Education</td>
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<td>Technical Skills Instructor</td>
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<td>BUSINESS related areas</td>
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<td>Accounting</td>
<td>(All) O 4-AA All</td>
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<td>Business</td>
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<td>Business Communications</td>
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<td>Long Term Care Administration</td>
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<td>Office Professional</td>
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<td>CULINARY related areas</td>
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<td>Culinary/Hospitality</td>
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<td>Adult &amp; Juvenile Services and Corrections</td>
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<td>Criminal Justice</td>
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<td>Law Enforcement &amp; Homeland Security</td>
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<td>HEALTH CARE related areas</td>
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<td>(and LPN-to-ADN option)</td>
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<td>Associate of Health Sciences</td>
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<td>Healthcare Services</td>
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<td>Medical Assisting (and HIMS)</td>
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<td>Medical Laboratory Technology</td>
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<td>Paramedic</td>
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<td>Pharmacy Technician</td>
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<td>Physical Therapist Assistant</td>
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<td>Polysomnographic Technology</td>
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<td>Surgical Technology</td>
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<td>Computer Information Technology</td>
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<td>Geographic Information Systems Tech.</td>
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<td>Graphic Design/Media Arts</td>
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CONSTRUCTION related areas

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<th>Location offered</th>
<th>Terms to Complete</th>
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<th>Starting Terms</th>
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<tbody>
<tr>
<td>Building Construction Technology</td>
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<tr>
<td>Design &amp; Drafting Technology</td>
<td>(L) 1-4-AAS/Dip/Cert F,S</td>
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<tr>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</td>
<td>(M) 4-AAS F</td>
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<tr>
<td>Land Surveying/GIS/ Civil Engineering Technology</td>
<td>(M) 4-AAS F</td>
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<tr>
<td>Plumbing Technology</td>
<td>(M) 2-2-Dip F</td>
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MANUFACTURING related areas

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<th>Awards</th>
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<tr>
<td>Electrical &amp; Electromechanical Technology (and IBEW)</td>
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<td>Energy Generation Operations</td>
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<td>Manufacturing Engineering Tech.</td>
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<td>Nondestructive Testing Technology</td>
<td>(M) 4-AAS F</td>
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<tr>
<td>Precision Machining and Automation Technology</td>
<td>(M) 2-2-Dip F,S</td>
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<tr>
<td>Welding Technology</td>
<td>(L) 1-4-AAS/Dip/Cert F,S</td>
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AGRICULTURE related areas

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<tr>
<td>Agriculture Management &amp; Production</td>
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<td>Horticulture &amp; Turfgrass Management</td>
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<tr>
<td>Livestock Management &amp; Production</td>
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<td>Precision Agriculture</td>
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TRANSPORTATION related areas

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<th>Awards</th>
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<tr>
<td>Auto Collision Repair Technology</td>
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<td>Automotive Technology</td>
<td>(L/M) 4-AAS F,S</td>
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<tr>
<td>Deere Construction &amp; Forestry Equipment Tech.</td>
<td>(M) 4-AAS F</td>
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<td>Diesel Technology-Truck</td>
<td>(M) 4-AAS F,S</td>
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<td>Diesel-Ag Equipment Service Tech.</td>
<td>(M) 4-AAS F,S</td>
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<td>Ford Automotive Student Service Education Training</td>
<td>(M) 4-AAS F,S</td>
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<td>General Motors Automotive Service Educational Program</td>
<td>(M) 4-AAS F</td>
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<td>John Deere Tech.</td>
<td>(M) 4-AAS F,S</td>
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<td>MOPAR-Chrysler/Dodge/Ram/JEEP College Automotive Program</td>
<td>(M) 4-AAS CA</td>
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<td>Motorcycle, ATV &amp; Personal Watercraft Technology</td>
<td>(M) 2-2-Dip F,S</td>
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<tr>
<td>Professional Truck Driver Training</td>
<td>(M) 1-Cert All</td>
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LOCATIONS OFFERED

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Admission Ext.</th>
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<tr>
<td>Beatrice Campus</td>
<td>402-228-3468 • 800-233-5027</td>
<td>402-437-2702</td>
<td>1214</td>
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<tr>
<td>Lincoln Campus</td>
<td>402-471-3333 • 800-642-4075</td>
<td>402-437-2702</td>
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<tr>
<td>Milford Campus</td>
<td>402-761-2131 • 800-933-7223</td>
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