**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 class is for the desktop version of QuickBooks. This basic course does not customize features to your business. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**QuickBooks 2019: Advanced**
Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience
Expand your understanding of QuickBooks Pro through learning how to manage inventory, setup and manage sales taxes, prepare estimates, perform job costing, work with Balance Sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.
This class is for the desktop version of QuickBooks. 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. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**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 class is for the online version of QuickBooks. This course does not configure or customize the software for your business or organization. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**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.
Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**Accounting Fundamentals Series / QuickBooks 2019 Series (Online—Ed2Go)**
See page 17 for more information.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.
Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.
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 branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and branding. Whether for personal projects, small business or corporate projects.

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**Let's Do Lunch Series**

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

**NEW! LDL: Email Marketing with Constant Contact**

Looking for strategies to enhance the marketing of your business or other venture? Check out this brief introduction to “Constant Contact” an excellent email marketing tool.

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

**KEYWORD: Lunch**

- **April 14**
  - LIVE Online, Zoom
  - Noon-1 p.m.
  - AREA-6665-TCSG
  - $10

**NEW! LDL: Small Business Online Marketing Strategies**

Learn a few tips and tricks to get your business noticed virtually.

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

**KEYWORD: Lunch**

- **May 12**
  - LIVE Online, Zoom
  - Noon-1 p.m.
  - AREA-6665-TCSH
  - $10

**NEW! LDL: New Options in Social Media**

You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.

**KEYWORD: Lunch**

- **June 2**
  - LIVE Online, Zoom
  - Noon-1 p.m.
  - AREA-6665-TCUA
  - $10

**NEW! LDL: Learn about Canva**

Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!

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

**KEYWORD: Lunch**

- **June 16**
  - LIVE Online, Zoom
  - Noon-1 p.m.
  - AREA-6665-TCUB
  - $10

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**Social Media for Business**

**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**

- **March 25**
  - LIVE Online, Zoom
  - Th Siefkes
  - 1-4 p.m.
  - BSAD-6499-TCSC
  - $59

- **April 13**
  - LIVE Online, Zoom
  - T Siefkes
  - 1-4 p.m.
  - BSAD-6499-TCSH
  - $59

**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**

- **March 8**
  - LIVE Online, Zoom
  - M Roush
  - 6-9 p.m.
  - AREA-6743-TCSA
  - $39

**Social Media for Business Certificate (Online—UGotClass)**

See page 17 for more information.

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**Job Enhancement Scholarship Available**

(For selected courses)

Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:
- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

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

Funds are being provided by the Nebraska City Community Foundation Fund

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For more information, contact us at 800-828-0072 or continuinged@southeast.edu
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June 16
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You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.

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AREA-6665-TCUA

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

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

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

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

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

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
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**

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For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom.


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

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Managing Remote & Virtual Teams

Since early 2020, the business community’s response to the Coronavirus Pandemic has driven the dramatic shift to remote and virtual teams (hereafter referred to as RVTs). Will this transition be temporary or permanent? Only time will tell. Meanwhile anecdotal evidence suggests that many traditional management approaches are proving ineffective in sustaining remote team effectiveness. This program draws from an emerging body of best practices. It offers fresh perspectives and techniques that will allow leaders to retain the control needed to hold remote and virtual teams accountable while giving them the flexibility needed to get their jobs done. Ideal for managers supervising workers on different shifts as well as in remote locations.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

**Keyword: Managing**

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Team Building Basics

Whether the focus is on improving service, quality, or value, teams are now the building blocks of successful organizations. As a result, your effectiveness as a manager or supervisor is becoming increasingly dependent upon your ability to bring members of an ever more diverse workforce together and forge them into a team that gets results. This program is designed to help you do just that by presenting the knowledge and techniques needed to assemble a team, create enthusiasm in its members for a common goal, as well as instill in them a spirit of pride, cooperation, and mutual accountability.

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

**Keyword: Team**

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Leadership Communication Boot Camp

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

You will recognize and demolish the 21 barriers to successful communication, internalize a practical model of effective communication, learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings, employ “positive language” to enlighten, engage and influence anyone, and pull it all together to create and leverage rapport and credibility.

This workshop is designed for leaders in both new supervisor/manager positions as well as seasoned leaders.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

**Keyword: Leadership**

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Check out all classes offered at www.southeast.edu/continuing

Find us on Facebook at www.facebook.com/SCCNebCE
LEADERSHIP & EXECUTION

Leading Through Influence
The ability to influence without authority is the hallmark of a leader. Successful influencers maximize outcomes by building consensus and gaining cooperation. They exhibit personal authority that is not dependent solely on their position, enabling them to lead others in good times or in times of turmoil. In this interactive program, participants learn key skills used to influence others and apply them to various scenarios.

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

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MANAGING PEOPLE & PROJECTS

Coaching Employees for Success
Building the competency and commitment of every member of the organization improves performance, reduces turnover and enhances outcomes. Whether the coaching program is formal or informal, learning the core skills of coaching will help those who need to help others succeed. This course will help managers and supervisors learn the skills to develop others.

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

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

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

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NEW! The Almost Perfect Employee

Your principal responsibility as a leader is to develop “almost perfect” employees, people 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.

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

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Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.
Critical Thinking in Today’s Workplace

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

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

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Emotional Intelligence: The Foundation of Lifelong Success

Emotional intelligence is the ability to be aware of and manage emotions and relationships. It’s a pivotal factor in personal and professional success. IQ will get you in the door, but is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. One-day course is designed to help master the basic concepts and techniques of this critical skill.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

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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.

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Core Tools Training

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

A certificate of professional development and 1.8 CEUs will be awarded for successfully completing this class.

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NEW! Emotional Intelligence: The Foundation of Lifelong Success

Emotional intelligence is the ability to be aware of and manage emotions and relationships. It’s a pivotal factor in personal and professional success. IQ will get you in the door, but is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. The one-day course is designed to help master the basic concepts and techniques of this critical skill.

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NEW! Just Another Manic Monday: Your Guide to Navigating Employment

While everything feels more challenging since the COVID-19 pandemic, searching for a job seems especially daunting. But you can succeed despite uncertainty in the economy and current job market by staying positive, proactive and focused on proven strategies. This class will review websites, networking strategies, resume, and interview basics.

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NEW! Applying Your Strengths Daily

Learn how to develop your best-self using your Clifton Strengths. This interactive, hands-on class will engage you in understanding and applying your Strengths daily, whether you are a college student, workforce professional or parent raising children.

Must have completed the Gallup Clifton Strengths Assessment, know your top 5 strengths and have access to your personalized Gallup dashboard.

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<td>AREA-6787-TCUA</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Keyword: Speechcraft</th>
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<tr>
<td>March 26-April 30</td>
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<td>LIVE Online, Zoom</td>
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<td>SPCH-4001-TCSA</td>
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May 14-June 18

LIVE Online, Zoom

F

7-8:30 a.m.

SPCH-4001-TCSB

$39

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Community Leadership Program
Do you have new ideas? Would you like to influence community decisions? Ordinary people can emerge as leaders to serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. You will be prepared at the completion of class to use your newly acquired skills and knowledge for your role as a real world community leader.

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/sccfoodprotectionmanager.

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

Introduction to Grant Writing
Successful grant writing takes skill, practice and a little luck! Learn the fundamentals of grant writing, including terminology, funding sources, reading grant proposals, and the basics of preparing a grant proposal.

NEW! LDL: Email Marketing with Constant Contact
Looking for strategies to enhance the marketing of your business or other venture? Check out this brief introduction to “Constant Contact” an excellent email marketing tool.

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

NEW! LDL: Small Business Online Marketing Strategies
Learn a few tips and tricks to get your business noticed virtually.

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NEW! LDL: New Options in Social Media
You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.

NEW! LDL: Learn about Canva
Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!

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

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online. Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.
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.).

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| Essential Card was included in the online portion. | $59     |

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

First Aid 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 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® First Aid Online Course Completion Certificate to be admitted to the Skills Session.

This class meets the day care first aid requirement.

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CPR AED Online + Skills Session

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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.

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

March 27-May 1 Online $79 NURS-3187-WBSA

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

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

Online HLTH-3060-WBSA $30

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

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. AOA 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 AOA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
**Getting Started**

**Introductory Classes**

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

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

**NEW! Let’s Do Lunch: Exploring Apps (Savvy Seniors)!**
Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Applications” over lunch!

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

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<tr>
<th>Keyword: Windows</th>
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<td>April 27</td>
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<td>LIVE Online, Zoom</td>
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<th>Keyword: Exploring</th>
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**Macintosh Classes**

**Apple ID, iCloud & Photo Management with Photos for Mac**
Learn what options you have with your Apple ID including editing and sharing photos. Cloud services routinely back up their data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your content and photos in the cloud.

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

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<th>Keyword: Photo</th>
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<tr>
<td>April 22</td>
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<td>LIVE Online, Zoom</td>
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<td>6-8 p.m.</td>
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<td>LLLX-0680-TCSB</td>
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**Smart Devices**

**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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<th>Keyword: Smartphone</th>
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**Classes for Seniors**

**How Not to Get a Computer Virus**
Learn how to detect and remove computer viruses. Even better, how to avoid them! This class also will cover cleaning up the computer, maintenance to keep it running smoothly, keeping components clean, as well as safe handling.

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| June 10           |
| LIVE Online, Zoom |
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| 6:30-8:30 p.m.    |
| AREA-0885-TCUA    |
| $25               |

**Let’s Do Lunch: 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.

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<th>Keyword: Video</th>
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For more information, contact us at 800-828-0072 or continuinged@southeast.edu

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

Discover advanced iPhone/iPad features such as conference calling, later, notification in depth, highly and working with documents. We will cover iCloud storage and basic photo management.

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

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<th>Class Code</th>
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<td>April 19</td>
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Keyword: iPhone

$29

Passwords, Logins, ID, OH MY!

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

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

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Keyword: Passwords

$29

Photography & Editing Using Your Mobile Device

Are you interested in focusing on photography using your mobile devices—smart phones and tablets—not limited to Apple products—and doing some limited post-processing of these photographs? Techniques in photography will be discussed, as well as an overview of many of the hundreds of useful apps for photography and editing, and also some very handy gadgets for your cellphones and tablets.

In preparation for the course, please download Snapseed for photo processing on your device(s) prior to the first class. Snapseed is a free app. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

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<td>LXXX-0680-TCSB</td>
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Keyword: Photography

$39

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<td>Noon-1 p.m.</td>
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<td>AREA-6665-TCSF</td>
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Keyword: Exploring

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INTERNET

Zoom: Everyone is Doing It!

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

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<th>Instructor</th>
<th>Class Code</th>
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Keyword: Zoom

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

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

| June 17 | LIVE Online, Zoom | Th | 6-8 p.m. | AREA-0901-TCUA | $29 |

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

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

| April 21 | LIVE Online, Zoom | W | 6-8 p.m. | Toma | $29 |

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.

| April 15 | LIVE Online, Zoom | Th | 6-8 p.m. | Toma | $29 |

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.

| May 26 | LIVE Online, Zoom | W | 5:30-7:30 p.m. | $19 |

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!

| April 7 | LIVE Online, Zoom | W | 6-7:30 p.m. | $19 |

Digitizing Memories
Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve these in a more organized form by scanning them. We will look at scanning techniques and some of the devices to make scanning easy to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software “VueScan.”

| April 13-20 | LIVE Online, Zoom | T | 6:30-7:30 p.m. | Keller | $29 |

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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.

Social Media
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.

| March 25 | LIVE Online, Zoom | Th | 1-4 p.m. | Siefkes | $59 |

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.

| March 8 | LIVE Online, Zoom | M | 6-9 p.m. | Roush | $39 |

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For more information, contact us at 800-828-0072 or continuinged@southeast.edu
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Looking for strategies to enhance the marketing of your business or other venture? Check out this brief introduction to “Constant Contact” an excellent email marketing tool.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Let’s Do Lunch: Video Chatting with Family & Friends
Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!
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NEW! LDL: Small Business Online Marketing Strategies
Learn a few tips and tricks to get your business noticed virtually.
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NEW! LDL: New Options in Social Media
You know about Facebook©, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.

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Let’s Do Lunch: 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.

NEW! Let’s Do Lunch: Exploring Apps (Savvy Seniors!)
Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Applications” over lunch!
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

NEW! Social Media for Business Certificate (Online—UGotClass)
See page 17 for more information.

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

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.
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. Visit www.southeast.edu/gap for assistance options.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.
Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.
SOFTWARE APPLICATIONS

Introduction to Crystal Reports (Online—Ed2Go)

See page 17 for more information.

ADOBE

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, correction 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.

March 24
LIVE Online, Zoom
W Schutte
5:30-9 p.m.
AREA-0925-TCSA

Keyword: Photoshop

$29

MS OFFICE

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.

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

Keyword: Excel

$79

QuickBooks

QuickBooks 2019: Basic

Prerequisite: Windows experience

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

This class is for the desktop version of QuickBooks. This basic course does not customize features to your business. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

April 7-8
LIVE Online, Zoom
W, Th Johnson
8:30 a.m.-12:30 p.m.
ACCT-7280-TCSB

Keyword: QuickBooks

$159

QuickBooks 2019: Advanced

Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience

Expand your understanding of QuickBooks Pro through learning how to manage inventory, setup and manage sales taxes, prepare estimates, perform job costing, work with Balance Sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.

This class is for the desktop version of QuickBooks. 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. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

March 3-4
LIVE Online, Zoom
W, Th Johnson
8:30 a.m.-Noon
ACCT-7281-TCSA

May 12-13
LIVE Online, Zoom
W, Th Johnson
8:30 a.m.-Noon
ACCT-7281-TCSB

Keyword: QuickBooks

$159

Working with QuickBooks Online

Prerequisite: Microsoft Windows experience

Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Learn how to navigate the application, set up a company file, set up and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

This class is for the online version of QuickBooks. This course does not configure or customize the software for your business or organization. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

April 14-15
LIVE Online, Zoom
W, Th Johnson
8:30 a.m.-Noon
ACCT-3515-TCSB

Keyword: QuickBooks

$79

QuickBooks 2019 Series (Online—Ed2Go)

See page 17 for more information.

WEB DEVELOPMENT & DESIGN

WordPress

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

June 7-9
LIVE Online, Zoom
M, W Olson
6-9:30 p.m.
INFO-7296-TCUA

Keyword: WordPress

$159

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

Prerequisite: Basic Computer (OFFT-350 2) 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.

April 19-21
LIVE Online, Zoom
6-9:30 p.m.
 Olson
INFO-3862-TCSA
$159

Keywords: Website

Back End Developer Bootcamp

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

For anyone interested in this program, take our free and optional assessment and learn more information at www.southeast.edu/coding-boot-camp.

March 17-July 14
LIVE Online, Zoom
W
Promineo
7-8:30 p.m.
INFO-7750-TCSB
$3,999

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.

For anyone interested in this program, take our free and optional assessment and learn more information at www.southeast.edu/coding-boot-camp.

March 18-July 16
LIVE Online, Zoom
Th
Promineo
7-8:30 p.m.
INFO-7751-TCSB
$3,999

Keywords: Bootcamp

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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)

Skills for the 21st Century
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.

New Furry Family Member
Have you recently adopted a new furry family member into your home? This class will give instructions on what you can do to create a positive environment for your new pet.

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.

Shibori Dying
Create beautiful patterns on fabric to create pillows for your home. We will learn how to dye fabric using indigo ink along with a few techniques to create a variety of patterns.

Sales Tax is applicable on animal specialty services.

### Arts, Crafts & Hobbies

**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.

**New Furry Family Member**
March 30
LIVE Online, Zoom
T
5:30-7:30 p.m.
AREA-3974-TCSC
$19

**Basic Pet Care: Dog & Cat**
June 1
LIVE Online, Zoom
T
5:30-7:30 p.m.
AREA-3973-TCUA
$19

**Shibori Dying**
April 13
LIVE Online, Zoom
T
6:30-8:30 p.m.
AREA-2171-TCSA
$45

**Handmade Greeting Cards**
April 14
LIVE Online, Zoom
W
6:30-8:30 p.m.
AREA-2171-TCSC
$35

**NEW! Craft Your Gratitude**
We all know that the best way to change your attitude is to focus on gratitude. In this Zoom class, we’ll do just that! We are constructing a gratitude journal (complete with thoughtful journal prompts to keep you thinking) filled with embellishments and doodads to add to a pleasurable experience. This is perfect for a gift-giving or your own personal reflection.

You’ll receive your journal materials via mail, so sign up quickly to reserve your spot! Quarantine approved activity!

**Handmade Greeting Cards**
April 14
LIVE Online, Zoom
W
6-8 p.m.
AREA-2171-TCUA
$36

**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.

### Arts, Crafts & Hobbies

**Handmade Greeting Cards**
April 14
LIVE Online, Zoom
W
6-8 p.m.
AREA-2171-TCSC
$36

**NEW! Craft Your Gratitude**
We all know that the best way to change your attitude is to focus on gratitude. In this Zoom class, we’ll do just that! We are constructing a gratitude journal (complete with thoughtful journal prompts to keep you thinking) filled with embellishments and doodads to add to a pleasurable experience. This is perfect for a gift-giving or your own personal reflection.

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**Handmade Greeting Cards**
April 14
LIVE Online, Zoom
W
6-8 p.m.
AREA-2171-TCSC
$36

### Personal Interest

**Spring 2021**

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

**We’re Keeping You Safe**
For COVID-19 updates, visit [www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)
Pictures Galore, Organizing & More!
So you have thousands of photos, now what? We will offer some strategies for tackling the overwhelming task of getting a system in place to safely store your precious memories. Also, what do you do with the dreaded box of photos buried in the closet? We have many solutions to offer!

行列
June 16
LIVE Online, Zoom
W Van Winkle
LLXX-0289-TCUA
$19

Shutterfly
Are you interested in learning the basics 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!

行列
April 7
LIVE Online, Zoom
W Sisc o
AREA-3105-TCSB
$19

Color Pencil Painting: Baltimore Oriole
Join the instructor as she gives step-by-step instructions to create a painting of this gorgeous creature sitting on the head of a fairy at the birdbath. You will layer vibrant colors to create texture as well as finding the right shading. If you’ve taken a colored pencil painting class in the past or not, you are welcome to join in on the fun!

Paper supplied with basic shapes included. Frame not provided. You will need to have colored pencils (highly recommend using quality student or professional grade Prismacolor), including white, #2 pencil and eraser.

March 20
LIVE Online, Zoom
W Holliway
8 a.m.-Noon
AREA-7766-TCSA
$49

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.

April 20
LIVE Online, Zoom
T Wolcott
BBBX-1367-TCSA
$29

Acrylic Painting: Sunflower
These 12-inch by 16-inch textured sunflowers celebrate the season!

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

April 27
LIVE Online, Zoom
T Wolcott
AREA-7676-TCUB
$24

Get a New Perspective:
3 Perspective Drawing Techniques
Learn quick and easy drawing techniques. In three sessions you will learn to draw the bird’s eye view, the people’s eye view and the worm’s eye view. Starting with the basic ruler and pencil, and ending with a freehand sketch of structures. No matter where your eye is, you can draw a real or imagined view as you design the perfect buildings. There will be freehand and measured drawings. This will help you to draw new and historic homes, storefronts and buildings. Also you will learn how to enhance the drawing with landscapes, skies and people.

April 8-22
LIVE Online, Zoom
Th Seyfer
6:30-8 p.m.
AREA-7790-TCSA
$39

Color Pencil Painting: Baltimore Oriole
Join the instructor as she gives step-by-step instructions to create a painting of this gorgeous creature sitting on the head of a fairy at the birdbath. You will layer vibrant colors to create texture as well as finding the right shading. If you’ve taken a colored pencil painting class in the past or not, you are welcome to join in on the fun!

Paper supplied with basic shapes included. Frame not provided. You will need to have colored pencils (highly recommend using quality student or professional grade Prismacolor), including white, #2 pencil and eraser.

March 20
LIVE Online, Zoom
W Holliway
8 a.m.-Noon
AREA-7766-TCSA
$49

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Intro to Watercolor Painting: Watercolor Greeting Cards
Learn the basics of watercolor. We will explore a few watercolor painting techniques, color mixing, and the best watercolor 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>Time</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
<tr>
<td>April 6</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
<td>$25</td>
</tr>
<tr>
<td>May 3</td>
<td>6:30-8:30 p.m.</td>
<td>AREA-7678-TCSC</td>
<td>$25</td>
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<tr>
<td>June 1</td>
<td>6:30-8:30 p.m.</td>
<td>AREA-7678-TCUA</td>
<td>$25</td>
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</table>

NEW! Crochet Star Pillow
Let’s work through a pattern together to make a cute star pillow! This project is great for beginners who want practice reading patterns together and making something cozy for their home. Join us for an interactive session where we will create a pillow start to finish.

Must know basic crochet stitches (ch, sc, dc, slst). Supply list will be provided by email to students prior to class.

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<th>Date</th>
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<th>Cost</th>
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<tbody>
<tr>
<td>June 14–21</td>
<td>6-8 p.m.</td>
<td>Roseberry</td>
<td>AREA-2657-TCUA</td>
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</table>

NEW! Cute Crochet Cup Cozies
Learn to follow patterns while making cup cozies that are fun to have around the house or to give as gifts. You will still enjoy this interactive session where we will work together to make two cozies, and talk through any challenges that come up.

Must know basic crochet stitches. Supply list will be provided by email to students prior to class.

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<tbody>
<tr>
<td>May 10–17</td>
<td>6-8 p.m.</td>
<td>Roseberry</td>
<td>AREA-2658-TCSA</td>
</tr>
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</table>

NEW! Corner-to-Corner Crochet
Learn this fun, versatile crochet technique that is newly popular in the craft world! This technique makes fun washcloths, towels, blankets, and more. You will learn the techniques, create a cute washcloth and learn to design your own patterns.

Must know basic crochet stitches: chain, slip stitch and double crochet. Supply list will be sent by instructor before class begins.

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 8</td>
<td>9 a.m.-Noon</td>
<td>Roseberry</td>
<td>LLLLX-1497-TCSB</td>
</tr>
</tbody>
</table>

NEW! Vacation Rental Hosting
Want to turn your extra space into cash? This course shares tried and tested strategies to run a successful vacation rental business and earn extra money every month. You’ll learn the difference between Vrbo, Airbnb and Bed and Breakfast options. In addition, you’ll find tips to wow your guests and get five-star ratings!

Keyword: Vacation

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 3</td>
<td>7-8 p.m.</td>
<td>AREA-7027-TCSA</td>
<td>$19</td>
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</table>

JEWELRY

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.

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<th>Date</th>
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<tr>
<td>May 11</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
<td>$29</td>
</tr>
<tr>
<td>June 8</td>
<td>6:30-8:30 p.m.</td>
<td>Wolcott</td>
<td>$29</td>
</tr>
</tbody>
</table>

NEEDLE ARTS & SEWING

NEW! 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.

You will need an H or I crochet hook and two skeins of cotton yarn (Sugar and Cream is one brand).

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<th>Date</th>
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<th>Cost</th>
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<tbody>
<tr>
<td>April 24–May 1</td>
<td>10 a.m.-Noon</td>
<td>Roseberry</td>
<td>LLLLX-1492-TCSB</td>
</tr>
</tbody>
</table>

NEW! Vacation Rental Hosting
Want to turn your extra space into cash? This course shares tried and tested strategies to run a successful vacation rental business and earn extra money every month. You’ll learn the difference between Vrbo, Airbnb and Bed and Breakfast options. In addition, you’ll find tips to wow your guests and get five-star ratings!

Keyword: Vacation

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

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
Passwords, Logins, IDs, OH MY!
In this age of electronic information and security concerns, password management is a must. Come learn best practices and tips and tricks to keeping your passwords and private information secure. We’ll cover both mobile and home data security.

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

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

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

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

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.

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.

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

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.

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

FAMILY MATTERS
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. You will learn about different learning styles along with strategies and tools to effectively tailor the student’s instruction and study habits.

You will complete an initial learning style assessment to be used for the session.

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.

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.

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

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

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

Webinar presentations are available on:

- May 11
- May 18

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.

Navigating Medicare.gov is provided by Nebraska SHIIP a member of the national SHIP network and a division of the Nebraska Department of Insurance. To register for in-person or webinar presentations, please visit www.doi.ne.gov/ship. For questions, please call 402-471-2841.

Webinar presentation is available on:

- May 18

Level 2 Co-Parenting: Working Together for Your Children

This workshop has been developed and approved by the Supreme Court office of Dispute Resolution, on behalf of the State Court Administrator, to educate parties about the impact of pending court action on children. Included in this course are the following topic areas that meet the requirements of the *Nebraska Parenting Act (LB554): safety and transition plans, impact of unresolved parental conflict on the child, effective communication skills, and resources and referral information.

Preregistration is required. All students will be required to show photo ID at class check-in. 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

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Keyword: Discovery

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.

Keyword: Genealogy

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

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

From Theory to Discovery:

Breaking Down Your Brick Wall with Timelines

Take advantage of the spring 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.

Keyword: Genealogy

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Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.
Intermediate Genealogy
Have you watched Finding Your Roots and wondered about your own family stories? This is the best time to trace your family tree. Bring what you know about your family to the first class and learn the basics. Discover how to organize, where to look for clues and how to find good information.

Keyword: Genealogy
May 17-24
LIVE Online, Zoom
6:30-8:30 p.m.
M Stewart
LLLX-0938-TCSB
$39

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.

Keyword: DNA
May 1
LIVE Online, Zoom
S Callahan
10 a.m.-Noon
AREA-6361-TCSB
$19

Foods
Delectable Dumplings
Learn the amazing skill of making delicious dumplings for any part of the meal. In this class, you will learn to make baking powder dumplings, two kinds of potato dumplings that can be eaten as a main course and dessert dumplings. Learn the process, make and sample, and leave with a new skill and new recipes.

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

Keyword: Dumplings
March 13
LIVE Online, Zoom
S Brunkow
9-11:30 a.m.
AREA-4426-TCSA
$29

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: Bread
May 11
LIVE Online, Zoom
T Kreikemeier
6:30-7:30 p.m.
AREA-4378-TCSA
$12
May 13
LIVE Online, Zoom
T Kreikemeier
6:30-7:30 p.m.
BBBX-2032-TCSA
$12

Basic Art of Cookie Decorating
We will learn all the basics: how to prepare a cookie for decorating, how to color and create different icing consistencies, how to find and use cookie decorating tools and special techniques to give your cookies the professional look!

Students pick up cookie kits at Simply Home Sweet Home.

Keyword: Cookie
April 26
LIVE Online, Zoom
M Wolcott
6:30-8:30 p.m.
AREA-4423-TCSA
$71
May 25
LIVE Online, Zoom
T Wolcott
6:30-8:30 p.m.
AREA-4423-TCUA
$71
June 21
LIVE Online, Zoom
M Wolcott
6:30-8:30 p.m.
AREA-4423-TCUB
$71

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/sccfoodprotectionmanager.

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

Keyword: Protection
Online
FSDT-3000-WBUA
$65

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For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Flowering Cupcakes
Learn the art of putting gorgeous designs on top of cupcakes. Basic borders, flowers and fondant skills will be taught. No experience necessary.

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

Keyword: Cupcakes

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

Supply list will be emailed one week prior to class.

Keyword: Kolaches

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<td>Brunkow</td>
<td>AREA-4583-TCSB</td>
<td>$39</td>
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Instant Pot Cooking Basics
If you already have one or have your eyes on the perfect instant pot, this class is for you! Are you a bit apprehensive about using? Learn how easy it can be and you may discover that this appliance is your favorite cooking tool.

Keyword: Instant

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<td>AREA-4455-TSCC</td>
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Air Fryer 101
Did you know the air fryer is one of the most versatile kitchen appliances? Join us to discover what works well in an air fryer, helpful accessories, cleaning practices and yummy recipes that you can make in your air fryer.

Keyword: Fryer

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Beginning Genealogy: Start Your Family History
Take advantage of the spring 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.

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<td>April 12-26</td>
<td>M 6:30-8:30 p.m.</td>
<td>Stewart</td>
<td>LLLX-0937-TCSA</td>
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NEW! Joys of Creating (or Expanding) a New Garden Bed
Garden beds can be started any time of the year, but spring is a great opportunity for getting outside and starting one of your own. We will explore three styles of creating gardens: lasagna beds, rototilling or using raised beds. Each has it’s own unique delights.

Keyword: Garden

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For more information, contact us at 800-828-0072 or continuing@ southeast.edu
NEW! Starting at Ground Level: Getting Soil Ready
Your soil is going to be a big determinant to your success as a gardener. This class will help you determine if you have clay, sand, silt, or loam. You also can learn steps to determine if it is alkaline, acidic or neutral, and how to get your soil tested for impurities.

Keyword: Ground

April 21
LIVE Online, Zoom
La Cross
LLXX-1456-TCSA
$15

NEW! Documenting: Tricks to Remember Your Garden Ideas
Spring gardening is a super busy time! As you work with your gardens, sometimes the muse will hit you with new ideas to consider either now or later in the year. Unfortunately, sometimes, these wonderful ideas empty out of your head as soon as you walk back in the house. The class will introduce you to easy tricks to keep your muse ever present for you!

Keyword: Garden

April 28
LIVE Online, Zoom
La Cross
LLXX-1445-TCSA
$15

NEW! Perennials That Love Spring Divisions
Discover the many perennials that benefit from spring divisions, we will discuss those that do better with summer or fall dividing. You will learn techniques to divide your plants along with simple tips to help your transplants survive.

Keyword: Perennials

May 12
LIVE Online, Zoom
La Cross
LLXX-1455-TCSA
$15

NEW! In Depth: Butterfly & Pollinator Gardens
By building a simply butterfly garden, you will help preserve the essential habitat that butterflies and other pollinators need to survive, plus you will bring more butterflies into your yard! It’s a fun and easy way to truly make a difference for our planet.

Keyword: Butterfly

May 19
LIVE Online, Zoom
La Cross
LLXX-1452-TCSA
$15

NEW! In Depth: Native Perennial Gardens
No matter how hard you try, you cannot get all perennials to survive in your gardens. Discover some common Nebraska perennial wildflowers to add to your gardens, most of which stand a higher chance of adapting to our unique climate. We will explore different native perennials, look at sit selection and preparation, determining water needs and sources for these incredible plants.

Keyword: Perennial

May 26
LIVE Online, Zoom
La Cross
LLXX-1470-TCUA
$15

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

April 7
LIVE Online, Zoom
La Cross
LLXX-1393-TCSC
$15

NEW! Recognizing & Avoiding Invasive & Noxious Plant Types
Have you ever regretted the day you bought that 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

March 3
LIVE Online, Zoom
La Cross
LLXX-0587-TCSA
$15

March 6
LIVE Online, Zoom
La Cross
LLXX-0587-TCSB
$15

May 5
LIVE Online, Zoom
La Cross
LLXX-0587-TCSC
$15

Home Security: An Alarm System is Not the Only Answer
There are many ways you can protect your home and property. Explore various measures you can take to secure your home and property.

Keyword: Home

May 4
LIVE Online, Zoom
Hofmaster
AREA-5048-TCSA
$19

Organize Your Home (AKA Keep It or Toss It)
Discover a proven organizing method and the questions to ask yourself for every organizing project in your home. Plus, you’ll receive tons of organizing tips and tricks for every room.

Keyword: Organize

June 10
LIVE Online, Zoom
Coufal
AREA-0358-TCUA
$26

LANGUAGES

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

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.

Keyword: Spanish

April 5-May 24
LIVE Online, Zoom
Clay
BBBX-1002-TCSB
$80

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

April 17-May 15
LIVE Online, Zoom
Clair
SIGN-3031-TCSB
$89

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

Book will be discussed at first class.

Keyword: French

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<tr>
<td>April 7-June 16</td>
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<td>6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
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</table>

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 first class.

Keyword: French

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<thead>
<tr>
<th>Date</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>April 6-June 15</td>
<td>T</td>
<td>6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>$80</td>
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</table>

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 diront et discuteront de petits contes, de nouvelles, d'actualités et de réalités culturelles. Des activités supplémentaires peuvent inclure un film, de la cuisine / dégustation de contes, de nouvelles, d'actualités et de réalités culturelles. Des activités de mise en pratique de la grammaire. Les élèves liront et discuteront de petits textes en français à l'oral et à l'écrit.


Keyword: Francais

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<tr>
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<tr>
<td>April 8-June 17</td>
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<td>No class May 13</td>
<td>LLLX-2128-TCSB</td>
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</table>
NEW! Money Can’t Buy Me Love: Keys to Making Good Financial Decisions

Money management relates to the process of budgeting, investing, saving, and spending one’s finances. Smart financial planning is essential for adults wanting to work towards financial freedom. Learn how to start a budget, understand credit scores and how to build them, ways to manage debt and expenses, and eliminate unnecessary spending. Discover a framework for making sound economic decisions about personal savings.

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<tr>
<th>May 13</th>
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<th>6-8 p.m.</th>
<th>AREA-7033-TCSA</th>
<th>$19</th>
</tr>
</thead>
</table>

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.

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<tr>
<th>April 8</th>
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<th>6:30-8:30 p.m.</th>
<th>AREA-5044-TCSB</th>
<th>$25</th>
</tr>
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</table>

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.

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<thead>
<tr>
<th>May 3</th>
<th>M</th>
<th>6:30-8:30 p.m.</th>
<th>AREA-6790-TCSB</th>
<th>$25</th>
</tr>
</thead>
</table>

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, topical 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.

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<thead>
<tr>
<th>March 3</th>
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<th>6-9 p.m.</th>
<th>AREA-7035-TCSA</th>
<th>$29</th>
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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.

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<thead>
<tr>
<th>May 26</th>
<th>W</th>
<th>5:30-7:30 p.m.</th>
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</thead>
</table>

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

<table>
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<tr>
<th>June 16</th>
<th>W</th>
<th>1:30-3:30 p.m.</th>
<th>AREA-6790-TCSB</th>
<th>$25</th>
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</table>

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.

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Music

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.

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<th>6:30-8:30 p.m.</th>
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<th>$49</th>
</tr>
</thead>
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For more information, contact us at 800-828-0072 or continuiunged@southeast.edu
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

April 5-28    M, W    5-6 p.m.
LIVE Online, Zoom    Erb    LLLX-1401-TCSB

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

If you don't have a ukulele, they're available at Dietze, online and other music shops.

Keyword: Ukulele

April 5-28    M, W    6-7 p.m.
LIVE Online, Zoom    Erb    LLLX-1400-TCSB

NEW! How to Tame Your (Unruly) Dragon: Learning to Use Coping Skills to Manage & Regulate Your Emotions

Some days we all feel like a dragon. Yes, a genuine fire-breathing, killing machine. But that’s okay so long as you know how to put yourself back on a leash. The different types of coping skills will be explored along with their triggers. Different management strategies, techniques and tools will be presented and discussed.

Keyword: Learning

May 6
LIVE Online, Zoom    Th    6-8 p.m.
Doma    AREA-6680-TCSA

NEW! Just Another Manic Monday: Your Guide to Navigating Employment

While everything feels more challenging since the COVID-19 pandemic, searching for a job seems especially daunting. But you can succeed despite uncertainty in the economy and current job market by staying positive, proactive and focused on proven strategies. This class will review websites, networking strategies, resume, and interview basics.

Keyword: Employment

May 20
LIVE Online, Zoom    Th    6-8 p.m.
Doma    AREA-6681-TCSA

NEW! Applying Your Strengths Daily
Learn how to develop your best-self using your Clifton Strengths. This interactive, hands-on class will engage you in understanding and applying your strengths daily, whether you are a college student, workforce professional or parent raising children.

Must have completed the Gallup Clifton Strengths Assessment, know your top 5 strengths and have access to your personalized Gallup dashboard.

Keyword: Strengths

June 17-24
Th    5:30-7:30 p.m.
Kerwin-Kubr    $39
AREA-6787-FCUA
LIVE Online, Zoom    AREA-6787-TCUA

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

March 8
LIVE Online, Zoom    M    6-9 p.m.
Roush    AREA-6743-TCSA

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

March 26-April 30
F    7-8:30 a.m.
Applegarth    $39
AREA-6700-TCSA
LIVE Online, Zoom

May 14-June 18
F    7-8:30 a.m.
Applegarth    $39
SPCH-4001-TCSB
LIVE Online, Zoom

SCC Book Club
Explore and discover new favorites in our SCC Book Club. We will chat about our latest read, Nicola Yoon's, “Everything, Everything.” Which tells the story of Maddy, a girl who's literally allergic to the outside world, and Olly, the boy who moves in next door . . . and becomes the greatest risk she’s ever taken.

Keyword: Book

April 29-May 20
Th    6:30-7 p.m.
Callahan    $19
LIVE Online, Zoom    Registration Deadline: April 15
AREA-6682-TCSB

The Core of the Story
Give your readers a perfect escape by taking them on a journey. Your plot is the vehicle that brings your character from point A to point B. This class will teach you how to create the roadmap your story needs, limit your loose ends and include all the expected beats and tropes in both romance and fantasy genres. Learn how to plot your character's journey. The instructor has published works under various pen names in both romance and fantasy genres. She writes full time and is eager to share tips for writers to succeed.

Keyword: Story

Plotting Romance

April 17
LIVE Online, Zoom    S    10 a.m.-Noon
Callahan    $25
AREA-6700-TCSA

June 8
LIVE Online, Zoom    T    6:30-8:30 p.m.
Callahan    $25
AREA-6700-TCSA

Plotting Fantasy

April 20
LIVE Online, Zoom    T    6:30-8:30 p.m.
Callahan    $25
AREA-6700-TCSB

June 12
LIVE Online, Zoom    S    10 a.m.-Noon
Callahan    $25
AREA-6700-TCUB
NEW! Craft Your Gratitude

We all know that the best way to change your attitude is to focus on gratitude. In this Zoom class, we’ll do just that! We are constructing a gratitude journal (complete with thoughtful journal prompts to keep you thinking) filled with embellishments and doodads to add to a pleasurable experience. This is perfect for a gift-giving or your own personal reflection.

You’ll receive your journal materials via mail, so sign up quickly to reserve your spot! Quarantine approved activity!

**Keyword: Gratitude**

<table>
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<th>April 7</th>
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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**

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<th>March 25-April 8</th>
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Community Leadership Program

Do you have new ideas? Would you like to influence community decisions? Ordinary people can emerge as leaders to serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. You will be prepared at the completion of class to use your newly acquired skills and knowledge for your role as a real world community leader.

**Keyword: Community**

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<thead>
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<th>April 19-May 3</th>
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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**

| March 29-May 10 | Online | TRAN-3393-HBSB | $429 |

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

Webinar presentations are available on:

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<th>May 11</th>
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<tr>
<td>May 18</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.

Navigating Medicare.gov is provided by Nebraska SHIIP a member of the national SHIP network and a division of the Nebraska Department of Insurance. To register for in-person or webinar presentations, please visit www.doii.ne.gov/shiip. For questions, please call 402-471-2841.

Webinar presentation is available on:

| May 18 | T | 6 p.m. |

LET’S DO LUNCH SERIES

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

**LDL: Video Chatting with Family & Friends**

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

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<th>March 3</th>
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**NEW! LDL: Exploring Apps (Savvy Seniors)**

Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Apps” over lunch!

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

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NEW! LDL: Email Marketing with Constant Contact

Looking for strategies to enhance the marketing of your business or other venture? Check out this brief introduction to “Constant Contact” an excellent email marketing tool.

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

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

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sscconlinecourses.
**NEW! LDL: Small Business Online Marketing Strategies**  
Learn a few tips and tricks to get your business noticed virtually.  
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.  

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<th>Keyword: Lunch</th>
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**NEW! LDL: New Options in Social Media**  
You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.  
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.  

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**NEW! LDL: Learn about Canva**  
Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!  
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.  

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**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).  

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**Digital Photography Editing/Post Processing**  
This is an overview of editing digital images, both RAW and JPEG using the software you have on your laptop. You should have digital images with which to practice during the class. The recommend editing programs are: Photoshop CC, Affinity Photo, Luminar (up to Version 4) and DxO photolab. We will discuss noise reduction, sharpening, cropping and other techniques to enhance your masterworks.  

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**Digital Photography 101**  
Students will learn the basic functions of a digital camera. Class covers types of digital cameras, megapixels, optical versus 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.  

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**Digital Photography 201**  
It is suggested that students take Digital Photography 101 first. Digital Photography 201 covers the actual applications of digital photography, including how to choose each function for a particular use; which resolution to use when; improving camera performance; how to avoid accidental erasure or degradation of your photos; when, why and how to turn the flash on (or off); and problem solving to get predictable results.  

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**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!  

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<td>March 11-25</td>
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**Digitizing Memories**  
Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve these in a more organized form by scanning them. We will look at scanning techniques and some of the devices to make scanning easy to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software “VueScan.”  

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<th>Keyword: Memories</th>
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<th>6:30-7:30 p.m.</th>
<th>LLLX-0113-TCSB</th>
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<td>April 13-20</td>
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For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.  
Discover how easy it is to manage your content and photos in the cloud. Should never lose your photos even if your own computer explodes. In preparation for the course, please download Snapseed for photo processing on your device(s) prior to the first class. Snapseed is a free app. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

Apple ID, iCloud & Photo Management with Photos for Mac
Learn what options you have with your Apple ID including editing and sharing photos. Cloud services routinely back up their data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your content and photos in the cloud.

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Traffic Safety & Licensing
Spring 2021

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

* Feb. 25
> March 25
> May 27
> June 10

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 continuinged@southeast.edu, 402-437-2700, or 800-828-0072. NOTE: Attendance is critical to the student’s success. Each class and lab must be attended as scheduled. The drive lab meets two hours every day Monday through Saturday for six weeks, Monday through Friday with a starting time of 3:30 or 9:30 a.m., noon, or 4:15 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. Sections beginning June 7: Drive lab meets two hours every day Monday through Saturday for one week only. Starting times offered are 7:15 a.m., 9:30 a.m., 4:15 p.m., or 6:30 p.m.

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

Lincoln Southeast High School

(All lectures have an online option.)
March 8-13 Online Lecture Only $295
TRAN-3398-OCSE ▶

June 7-19 Online Lecture Only $295
TRAN-3398-OCUE ▶

Lincoln Southwest High School

(All lectures have an online option.)
March 8-13 Online Lecture Only $295
TRAN-3398-OCSE ▶

April 5-May 15 Lincoln, LSW, A103 M, W 6:30-8:30 p.m. $295
TRAN-3398-OCSP ▶

June 7-19 Online Lecture Only $295
TRAN-3398-OCUB ▶

June 21-26 Online Lecture Only $295
TRAN-3398-OCUG ▶

Lincoln Drive Lab Schedule

Sections beginning March 8 and June 21: Drive lab meets two hours every day Monday through Saturday for the same week as the lectures. Starting times offered are 7:15 a.m., 9:30 a.m., 4:15 p.m., or 6:30 p.m.

Sections beginning April 5: 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.

Sections beginning June 7: Drive lab meets two hours every day Monday through Saturday for one week only. Starting times offered are 7:15 a.m., 9:30 a.m., 4:15 p.m., or 6:30 p.m.

Beatrice SCC

(All lectures have an online option.)
June 21-26 Online Lecture Only $295
TRAN-3398-BEUJ ▶

Beatrice Drive Lab Schedule

Drive lab meets two hours every day Monday through Saturday for one week only. Starting times offered are 7:15 a.m., 9:30 a.m., 4:15 p.m., or 6:30 p.m.

Crete High School

(All lectures have an online option.)
June 21-26 Online Lecture Only $295
TRAN-3398-OCUK ▶

Crete Drive Lab Schedule

Drive lab meets two hours every day Monday through Saturday for one week only. Starting times offered are 7:15 a.m., 9:30 a.m., noon, or 2:15 p.m.

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

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

**March 29-May 10**
**Online**
**TRAN-3393-HBSB**

**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.

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**Smart Drivers!**

This is an eight-hour comprehensive course applying fundamental traffic laws and increasing driver awareness. Nebraska law requires that driver improvement classes are eight hours. (0.8 CEUs) This class is approved by the Nebraska Department of Motor Vehicles and can be applied toward: under-age 21, six-point accumulation, reinstatement of point revocation, employment driving permit, two-point credit to driving record. Participants will NOT be admitted into class 15 minutes after the scheduled start time.

**Participants must provide driver’s license number at class.**

**Keyword: Driver**

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<td>March 6</td>
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<td>8 a.m.-4:30 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>TRAN-3363-TCSE</td>
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<tr>
<td>March 20</td>
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<td>8 a.m.-4:30 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>TRAN-3363-TCSF</td>
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Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.


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Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
**REGISTER ONLINE**

You must have an email account to register online.

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

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

**OR REGISTER BY MAIL, FAX OR IN PERSON**

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**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.

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**Social Security Number OR SCC Student ID Number**  
**Birth Date**  
**Name: Last**  
**First**  
**Middle Initial**  
**City**  
**State**  
**Zip**  
**County #**

**Email Address**  
**Cell Phone**

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**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**

- White
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Black/African-American

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<th>COURSE NUMBER</th>
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**TOTAL DUE**

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**Additional Information:**

1. If you want to register for additional classes, select **Search for more classes** under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select **Register now (check out).** Select your **Payment Type.** Click **Submit.**
2. Enter your **payment information.** Click **Submit.**

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

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

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

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**Signature**

- Check
- Cash
- Mastercard
- AMEX
- Discover
- VISA
- V Code

Name as it appears on card: ____________________________

Exp. Date ______/____/____  
CC # __________________

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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

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