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.

Keyword: QuickBooks

April 7-8
LIVE Online, Zoom
W, Th
8:30 a.m.-12:30 p.m.
$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.

Keyword: QuickBooks

March 18
LIVE Online, Zoom
Th
8:30 a.m.-Noon
ACCT-3516-TCUA
$79

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.

Keyword: Accounting

March 15
LIVE Online, Zoom
Th
1-4:30 p.m.
ACCT-3516-TCSC
$79

May 17
LIVE Online, Zoom
Th
8:30 a.m.-Noon
ACCT-3516-TCSA
$79

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

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

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

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

NEW! Hiring & Employees

Learn the necessary processes for hiring new employees and stay in compliance with current employees. This course provides an overview of the following: paperwork guidelines, employer reporting requirements, payroll taxes, workers’ compensation insurance, and overtime rules for hourly versus salaried employees.

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

Focus Coaching (One-on-One Business Coaching)

Focus Coaching is a customizable coaching experience designed to empower entrepreneurs in their business journey. Participants will be introduced to versatile tools for informed decision making and receive personalized feedback from our experienced coaching team. Examples of tool/topics:

- Business Model Canvas (to start a business, provide the foundation for a business plan or to make decisions in an existing business)
- Jobs, Pains and Gains approach to target market
- Systems creations and tools
- Marketing strategies

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

Perk Up Thursday Weekly Coffee

April 1–June 24 • 10-11 a.m.

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

NOTE: Perk Up Thursday is held in the Focus Suites Commons (Third Floor, 285 S. 68th St. Place, Lincoln) or via Zoom. Location will be announced each week via email newsletter. Sign up for the newsletter at www.southeast.edu/entrepreneurship. Can’t attend a coffee? No worries. You can view them at your convenience on our YouTube Channel!

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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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.

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.

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

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

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

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

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

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

**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  NEW!
- Nursing Assistant  NEW!
- Medication Aide
- RN/LPN Refresher Course
- Machining
- Electrical Maintenance
- Welding
- Microsoft Applications
- Leadership Certificate
- Lean/Six Sigma
- A+ (IT Technician)
- CompTIA N+
- CCNA (1-2 and 3-4)
- Fiber Optics

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.
Business Leadership

Communication & Team Development

NEW! 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.

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.

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.

Leadership Communication Boot Camp
April 29
LIVE Online, Zoom
Registration Deadline: April 22
Th Dechant
BSAD-7330-TCSA
8:30 a.m.-4:30 p.m.
$229

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 get 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.

Team Building Basics
May 18
LIVE Online, Zoom
Registration Deadline: May 11
T Sundermann
BSAD-3262-TCSA
Noon-4 p.m.
$149

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

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

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**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.

**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.

**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.

**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.

**Your Role as a Supervisor**

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

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

**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.

**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.

**PROFESSIONAL EFFECTIVENESS**

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

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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.

June 7-27
Online, Canvas
Reg. Deadline: June 1
BSAD-3019-WBUA

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. Class is live-streamed from Lincoln.

June 10
LIVE Online, Zoom
Reg. Deadline: June 3
BSAD-7157-TCUA

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

June 8-29
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-3019-WBUA

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
Reg. Deadline: June 1
BSAD-7157-TCUA

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

June 1-22
LIVE Online, Zoom
Reg. Deadline: June 1
BRAD-6206-WBUA

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

PROFESSIONAL DEVELOPMENT

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.

Keyword: Training

May 11-27
LIVE Online, Zoom
Reg. Deadline: May 3
BSAD-7327-TCSA

$595

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March 8
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-7157-TCUA

$39

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.

May 20
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-6681-TCSA

$19

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. This class will review websites, networking strategies, resume, and interview basics.

June 17-24
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-6787-TCSA

$39

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
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-4001-TCSA

$39

May 14-June 18
LIVE Online, Zoom
Reg. Deadline: June 1
BSAD-4001-TCSA

$39

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

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Community Leadership Program

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Food Protection Manager Online Class

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

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

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

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Health Care
Spring 2021

CPR/Basic Life Support/First Aid

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the AHA. Any fees charged for such a course, except a portion of the fees needed for AHA course material, do not represent income to the AHA.

The AHA CPR and First Aid courses listed below include and exclude different skills. Please make sure you have fulfilled the course prerequisites and the class meets the requirements from your employer, licensing agency, or school. Cost includes book and card, where applicable. Students will receive the CPR/First Aid card within 14 business days, of successful course completion. AHA cards expire two years from the end of the month of the issue date.

Students are required to attend entire class you have enrolled in to receive a card. If you miss or do not successfully complete any part of your class, you must register and pay for another class. We require 24 hours’ notice before the first day of class to drop or change any CPR or First Aid class.

CPR AED Online + Skills Session

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

This class meets the day care first aid requirement. Students will receive the CPR/First Aid card within 14 business days.

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 class is for healthcare providers (Nurses, EMTs, doctors, lifeguards, etc.).

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.

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.
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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**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.

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April 27  
LIVE Online, Zoom  
T. Steinhauser  
5:30-8:30 p.m.  
AREA-0902-TCSA  
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**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.**

```
Key: Exploring  
March 17  
LIVE Online, Zoom  
AREA-6665-TCSF  
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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.

```
Key: Photo  
April 22  
LIVE Online, Zoom  
T. Jensen  
6:30-8 p.m.  
LLXX-0680-TCST  
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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!

```
Key: Smartphone  
June 10  
LIVE Online, Zoom  
T. Steinhauser  
5:30-8 p.m.  
AREA-1393-TCUA  
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**For more information, contact us at 800-828-0072 or continuinged@southeast.edu**

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is canceled or student drops (according to the refund policy); refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
Smartphone Basics: Android
You have a cool new Android, but how do you use it? We will teach you about icons, apps and other cool features on your smartphone!

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

June 17
LIVE Online, Zoom
Th
5:30-8 p.m.
Steinhauser
$35

Keyword: Smartphone

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

Have your phone fully charged with access to your Gmail (Android) or Apple ID (iPhone).

March 10
LIVE Online, Zoom
W
5:30-8 p.m.
Steinhauser
$35

August 23
LIVE Online, Zoom
W
5:30-8 p.m.
Steinhauser
$35

Keyword: Smartphone

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

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

April 12
LIVE Online, Zoom
M
6-8 p.m.
T. Jensen
$29

Keyword: iPhone

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.

April 19
LIVE Online, Zoom
M
6-8 p.m.
T. Jensen
LLXX-0672-TCSB
$29

Keyword: iPhone

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.

April 21
LIVE Online, Zoom
W
6-8 p.m.
T. Jensen
LLXX-0673-TCSB
$29

Keyword: Passwords

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.

May 5-19
LIVE Online, Zoom
W
6:30-7:30 p.m.
Keller
LLXX-0080-TCFA
$39

Keyword: Photography

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.

March 17
LIVE Online, Zoom
W
Noon-1 p.m.
Meyer
AREA-6665-TCSF
$10

Keyword: Exploring

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!

May 3-10
LIVE Online, Zoom
M
6-8 p.m.
Meyer
AREA-0934-TCSA
$39

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.

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Password, 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.

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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.

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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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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!

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

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

LinkedIn© account and log-in information required.

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

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.

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

NEW! Front End Software Developer Bootcamp
In this 18-week Front End Software Development Bootcamp, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer:

1. Introduction to Java, Relational Databases with MySQL and Web API Design with Spring Boot.
2. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDB, Spring Boot, Spring Data, REST, JPA, JVT, 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! Back End Software 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:

1. Introduction to Java, Relational Databases with MySQL and Web API Design with Spring Boot.
2. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, Bootstrap, JQuery, AJAX, Responsive Web Design, ReactJS, JSX, NPM, Redux, AWS, and more.

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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.

**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.

**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.

**QuickBooks 2019 Series (Online—Ed2Go)**

See page 17 for more information.

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.

**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.

**WEB DEVELOPMENT & DESIGN**

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Building a Website Level I
Prerequisite: Basic Computer (OFFT-3502) or equivalent experience
This class introduces basic concepts needed to create a website. It begins with an introduction to Web technologies and then provides a comprehensive overview of HTML5. In-class exercises focus on basic webpage layout, HTML5 syntax, text formatting, graphics, hyperlinks, and tables.

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

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

Keyword: 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.

Keyword: Bootcamp

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.

Keyword: Bootcamp

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

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

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
QuickBooks 2019 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.

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)

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.

Project Management Certificate
Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation.

Social Media for Business Certificate
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook© to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Skills for the 21st Century

www.ed2go.com/sccne

**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.

**Keyword: Furry**

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<tr>
<th>Date</th>
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<td>5:30-7:30 p.m.</td>
<td>$19</td>
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**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.

**Keyword: Pet**

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**COMING SOON!**

**Dog Obedience Courses LIVE Online with Southeast Community College & Muttschool**

Transform your dog into the pet you’ve always wanted by utilizing the power of behavioral science to train your dog. Muttschool instructors teach by building lasting bonds based on mutual trust and respect instead of fear and intimidation. Achieve your goals for training your dog from the comfort of your own home.

Call 402-228-8244 or email continuinged@southeast.edu for more information and a current class schedule.

**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**

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<td>$25</td>
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**Handmade Greeting Cards**

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

**Keyword: Cards**

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

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/SCCEonlinecourses.
People.
you will learn how to enhance the drawing with landscapes, skies and buildings. There will be freehand and measured drawings. This will help you to draw the bird’s eye view, the worm’s eye view and the people’s eye view. Starting with the basic ruler and pencil, you will learn to draw the bird’s eye view, the people’s eye view and the worm’s eye view. Each week you will have at least one completed painting that you can be proud of! Each Saturday the project will vary in style, technique and subject.

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!

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!

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.

The Beauty of Watercolor
High School Age & Up
Each week you will have at least one completed painting that you can be proud of! Each Saturday the project will vary in style, technique and subject.

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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
**Bob Ross Painting**

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

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

### Bob Ross: Blue Lighthouse
A blue lighthouse overlooks a stormy, menacing sea.

- **Keyword:** Ross
- **April 3**  S  9:30 a.m.-3:30 p.m.
- **LIVE Online, Zoom**  $45
- **Belik**  LLLX-1067-DCSA

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

- **Keyword:** Ross
- **May 1**  S  9:30 a.m.-3:30 p.m.
- **LIVE Online, Zoom**  $45
- **Belik**  AREA-7830-NCSA

### Bob Ross: Abandoned Boat
A lighthouse protects a cove where an abandoned boat lies on the beach.

- **Keyword:** Ross
- **April 17**  S  9:30 a.m.-3:30 p.m.
- **LIVE Online, Zoom**  $45
- **Belik**  BBBX-1362-BESA

### Bob Ross: Cypress Creek
A Florida swamp basks in a soft sunlight.

- **Keyword:** Ross
- **May 15**  S  9:30 a.m.-3:30 p.m.
- **LIVE Online, Zoom**  $45
- **Belik**  AREA-7830-PLSA

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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](https://bit.ly/sccceonlinecourses).*

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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.

**Keyword:** Watercolor

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>AREA-7678-TCUA</td>
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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.

**Keyword:** Crochet

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>6-8 p.m.</td>
<td>AREA-2657-TCUA</td>
<td>Roseberry</td>
<td>$29</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. Already know how to read patterns? 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.

**Keyword:** Crochet

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<th>Instructor</th>
<th>Cost</th>
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<tr>
<td>May 10-17</td>
<td>6-8 p.m.</td>
<td>AREA-2658-TCSA</td>
<td>Roseberry</td>
<td>$29</td>
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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.

**Keyword:** Crochet

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<tr>
<td>May 8</td>
<td>9 a.m.-Noon</td>
<td>LLLX-1497-TCSB</td>
<td>Roseberry</td>
<td>$29</td>
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</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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<th>Location</th>
<th>Instructor</th>
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<td>AREA-7027-TCSA</td>
<td></td>
<td>$19</td>
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Resin & Clay Jewelry
Get creative while learning how to work with resin and clay. You will have the skills to create more jewelry on your own.

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

**Keyword:** Jewelry

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<th>Instructor</th>
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<td>AREA-7678-TCUA</td>
<td>Wolcott</td>
<td>$29</td>
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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).

**Keyword:** Crochet

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
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JEWELRY

NEW! Crochet Star Pillow
NEW! Cute Crochet Cup Cozies
NEW! Corner-to-Corner Crochet
NEW! Vacation Rental Hosting

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

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**Keyword: Passwords**

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**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.

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**Keyword: Setting**

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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.

**Keyword: Grocery**

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

**Keyword: Cable**

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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 SHIP 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 T 6 p.m.
May 18 T 6 p.m.

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 SHIP 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 T 6 p.m.

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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**Women**

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

### Keyword: Discovery

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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.

### Keyword: Genealogy

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

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

Co-Parenting: Working Together for Your Children (Online)
This workshop meets the requirements of the Nebraska Parenting Act. Topics include stages of adjustment to parental separation/divorce for parents and children, conflict resolution, stress management and other co-parenting issues. This course is delivered entirely online and facilitated by SCC faculty and takes a minimum of three hours to complete.
Students will need:
- Computer with high speed internet connection
- Speaker/sound capability
- Working knowledge of computer and internet experience
NOTE: Firefox or Chrome browser recommended. You cannot access the course using an iPad or Droid tablet.
Sliding fee waiver not available. There is a six-hour waiting period between online registration for your class and the class access.
$49 per person.

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
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
M Stewart
6:30-8:30 p.m.
LLXX-0938-TCDB
$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
S Callahan
10 a.m.-Noon
AREA-6361-TCDB
$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
S Brunkow
9-11:30 a.m.
AREA-4426-TCBA
$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
T Kreikemeier
6:30-7:30 p.m.
AREA-4378-TCBA
$12

May 13
T Kreikemeier
6:30-7:30 p.m.
BBBX-2032-TCBA
$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
M Wolcott
6:30-8:30 p.m.
AREA-4423-TCAB
$71

May 25
T Wolcott
6:30-8:30 p.m.
AREA-4423-TCBA
$71

June 21
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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Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceconlinecourses.

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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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 Pot

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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: Air Fryer

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For more information, contact us at 800-828-0072 or continuinged@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**

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NEW! Documenting: Tricks to Remember 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**

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NEW! In Depth: 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**

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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**

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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**

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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**

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

**Keyword: Invasive**

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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**

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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**

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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.

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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.

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Conversation Française Avancée: Conversations Continuant en Français

Ce cours se déroulera principalement en français. Les élèves participeront à des conversations sur des événements et des expériences quotidiens ainsi que sur des sujets dirigés par les élèves; on va explorer la culture et la langue de tous les jours en français, tout en élargissant leur maîtrise de la grammaire. Les élèves iront et discuteront de petits contes, de nouvelles, d’actualités et de réalités culturelles. Des activités supplémentaires peuvent inclure un film, de la cuisine / dégustation de recettes françaises, dîner au restaurant, faire les courses à l’épicerie, ou visiter au musée.


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A Tool Box for Meditation

Would you like to be able to access more inner peace, and maintain calm equilibrium through challenging or stressful times? Join us to discover the foundational techniques of meditation. Meditation is an easy skill to learn and holds the potential for lifelong benefits.

You can sit on chairs or mats on the floor.

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Gentle Yoga

Chair, standing or mat positions.

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Yoga & Pilates

All experience levels welcome.

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<th>Date</th>
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<td>March 8-April 5</td>
<td>5:30-6:30 p.m.</td>
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Fundamentals of Yoga

Basic posture and breathing.

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<tr>
<td>April 6-May 25</td>
<td>7-8 p.m.</td>
<td>LIVE Online, Zoom</td>
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Anywhere Yoga Using a Chair

Discover how to stay active, healthy and alert—using just a chair! If you are a desk sitter most of the day, or have arthritis/conditions that hinder you from everyday movement? This is the class for you! You will learn different stretches and strengthening poses—all from a chair. Staying active, healthy and alert will be the goal of this class. Join us via Zoom from anywhere!

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

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

**NEW! Money Can’t Buy Me Love: Keys to Making Good Financial Decisions**

Money management refers 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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**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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<th>April 8</th>
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**Planning a Funeral**

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

This class is sponsored by the York County End of Life Partnership.

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<th>May 3</th>
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**Social Security 101: Understanding This Retirement Benefit**

Understanding Social Security is critical to a person’s long-term financial well-being and retirement. This class provides an overview of Social Security and how it works, including eligibility and Primary Insurance Amount, filing options, the importance of timing (delayed retirement credits), and spousal benefits. Additionally, topic presentation discusses implications of working after a person begins collecting benefits, as well as other important considerations that can impact filing decisions. At end of discussion, participants should have a foundational knowledge of Social Security and how it works.

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<th>March 3</th>
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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.

| March 16-30 | LIVE Online, Zoom | T | 6:00-9:00 p.m. | $49 |
|             |                    |   |                |     |
|             | Lamblie            |   | AREA-7526-TCSA |     |

**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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<th>May 26</th>
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**Welcome to Medicare**

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

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

Webinar presentations are available on:

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<th>May 11</th>
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<td>Webinar presentations are available on:</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 SHIP 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:

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

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

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<th>April 14</th>
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For more information, contact us at 800-828-0072 or continuinged@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  $79

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

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

**Keyword: Ukulele**
April 5-28  M, W  6-7 p.m.  LIVE Online, Zoom  Erb  LLLX-1400-TCSB  $69

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  Th  6-8 p.m.  LIVE Online, Zoom  Doma  AREA-6680-TCSA  $19

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  Th  6-8 p.m.  LIVE Online, Zoom  Doma  AREA-6681-TCSA  $19

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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**
April 7
LIVE Online, Zoom
Van Winkle
Registration Deadline: March 30
LLLX-0084-TCSA
$35

**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**
March 25-April 8
LIVE Online, Zoom
Post
Registration Deadline: March 23
BSAD-3033-TCSB
$99

**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**
April 19-May 3
LIVE Online, Zoom
M
Tilson
Registration Deadline: March 30
AREA-6834-TCSA
$49

**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
LIVE Online, Zoom
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/caretaker 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.

**Webinar presentations are available on:**
May 11 T 6 p.m.
May 18 T 6 p.m.

**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.

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**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**
Can’t meet with family over the holidays? Find out ways to connect virtually.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

**Keyword: Video**
March 3
LIVE Online, Zoom
W
Noon-1 p.m.
AREA-6665-TCSE
$10

**NEW! LDL: 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.

**Keyword: Exploring**
March 17
LIVE Online, Zoom
W
Noon-1 p.m.
AREA-6665-TCSF
$10

**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
W
Noon-1 p.m.
AREA-6665-TCSG
$10

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Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/5ccconlinecourses.
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

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<td>May 12</td>
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NEW! LDL: Digital Photography

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

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

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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, Parlor, 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.

Keyword: Lunch

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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).

Keyword: Photography

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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.

Keyword: Photography

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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.

Keyword: Photography

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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.

Keyword: Photography

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<td>Applegarth</td>
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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!

Keyword: Photography

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<td>June 10-24</td>
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<td>6-9 p.m.</td>
<td>Applegarth</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.”

Keyword: Memories

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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.

Keyword: Photography
May 5-19
LIVE Online, Zoom
W Keller
6:30-7:30 p.m.
LLXX-0080-TCSB
$39

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!

Keyword: Pictures
June 16
LIVE Online, Zoom
W Van Winkle
6-7:30 p.m.
LLXX-0289-TCUA
$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 Shutterfly and see how this popular site can be a photo management tool to help you create photo books. We will also explore creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!

Keyword: Shutterfly
April 7
LIVE Online, Zoom
W Van Winkle
6-7:30 p.m.
AREA-3105-TCSB
$19

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.

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

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.

Keyword: Photo
April 22
LIVE Online, Zoom
Th T. Jensen
6-8 p.m.
LLXX-0680-TCSB
$29

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

SPORTS, RECREATION & FITNESS
NEW! Cardio Boxing Class
Cardio Boxing offers a high intensity, cardiovascular workout that combines basic boxing techniques and dynamic conditioning exercises. It is similar to Cardio Kickboxing, but without the kicks. Help build stamina, improve flexibility and burn calories as you build lean muscle.

No equipment needed. Need to wear comfortable clothes and supportive shoes.

Keyword: Cardio
May 1-June 12
S Waters
9-9:45 p.m.
No class May 29
AREA-8523-TCSA
$25

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

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

Keyword: Sculpting
June 1-22
LIVE Online, Zoom
T Waters
6-7 p.m.
AREA-8505-TCUA
$31

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

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

Gentle Yoga
Chair, standing or mat positions.
Keyword: Yoga
March 8-April 5
LIVE Online, Zoom
M Schroller
4:30-5 p.m.
BBBX-1538-TCSB
$19

Yoga & Pilates
All experience levels welcome.
Keyword: Yoga
March 8-April 5
LIVE Online, Zoom
M Schroller
5:30-6:30 p.m.
BBBX-1537-TCSB
$35

Fundamentals of Yoga
Basic posture and breathing.
Keyword: Yoga
April 6-May 25
LIVE Online, Zoom
T Whittle
7-8 p.m.
LLXX-1701-TCSB
$69

Anywhere Yoga Using a Chair
Discover how to stay active, healthy and alert—using just a chair! If you are a desk sitter most of the day, or have arthritis/conditions that hinder you from everyday movement? This is the class for you! You will learn different stretches and strengthening poses—all from a chair. Staying active, healthy and alert will be the goal of this class. Join us via Zoom from anywhere!

Keyword: Yoga
April 1-May 20
LIVE Online, Zoom
Th Whittle
7-8 p.m.
LLXX-1695-TCSB
$69
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. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Lincoln SCC

<table>
<thead>
<tr>
<th>(All lectures have an online option.)</th>
<th>March 8-13</th>
<th>Online Lecture Only</th>
<th>TRAN-3398-LNSI</th>
<th>$295</th>
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<td>6:30-8:30 p.m.</td>
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Lincoln East High School

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Lincoln High School

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Lincoln North Star High School

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Lincoln Northeast High School

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Lincoln Southeast High School

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<td>Online Lecture Only</td>
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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 | TRAN-3398-OCUK | $295 |

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.

Cocre High School

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

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

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
Lincoln, LNK, Arranged
TRAN-3393-HBSB
$429

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
March 6
LIVE Online, Zoom
TRAN-3363-TCSE
$65
March 20
LIVE Online, Zoom
TRAN-3363-TCSF
$65

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.
**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.*

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

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

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

**Social Security Number OR SCC Student ID Number**

**Birth Date**

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<th>Name</th>
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**City**

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<th>State</th>
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**County #**

**Email Address**

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**Residence Mailing Address**

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<tr>
<th>Nebraska Resident</th>
<th>Non-Resident</th>
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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

**COURSE NUMBER**

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<th>TITLE</th>
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**TOTAL DUE**

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<th>SCC Staff Tuition Waiver</th>
<th>TOTAL DUE</th>
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**SIGNATURE**

[ ] Check [ ] Cash [ ] Mastercard [ ] AMEX [ ] Discover [ ] VISA [ ] Code ________

Name as it appears on card: ____________________________

Exp. Date: ___/___/____

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.

---

**Registration Form - Non-Credit Course**

**Today’s Date**

[ ] Check [ ] Yes [ ] No

**SCC Staff Tuition Waiver**

[ ]

**FOR OFFICE USE ONLY**

[ ]

[ ]

[ ]

[ ]