Class Schedule
February-June 2021

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

southeast.edu/continuing
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**We’re prepared for change!**

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

For college updates, visit [www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)

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

Keyword: Managing
June 24  Th  8:30 a.m.-4:30 p.m.  Dechant  $229
Lincoln, CEC, 302  BSAD-3348-CEUA
LIVE Online, Zoom  BSAD-3348-TCUA
Registration Deadline: June 17

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

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

402-437-2700 • 800-828-0072

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

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

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

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

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.

LEADERSHIP & EXECUTION

Introduction to Business Acumen
Are you “in” a business, but don’t quite “get” all the parts of the business? When leaders talk about the numbers, do you tune out or get lost? Not surprising. One study illustrated that the majority of workers don’t understand the inner workings of “the business.” This course will help you understand the business side of business. You’ll learn to appreciate the big picture of your organization, without losing the details of what you do each day. If you can learn to understand the holistic business, you are able to break down silos in your company, better understand financial statements and the key metrics “management” is focused on. Key topics include corporate lifecycles; revenue, cost and margin; and measures and financial statements.

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

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.
Innovative Leadership
The quality of leadership can determine the culture, success and overall fate of an organization. Effective leadership is one of the most valuable training topics for those in a management role.

In this interactive workshop we will focus on the role of trust and transparency in creating high-performing teams that manage organizational changes effectively, four primary communication styles and how to master communicating with each style, coaching using a proven framework for providing feedback that motivates people to change, and investing in your team’s professional development and what employees want out of their development programs.

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

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MANAGING PEOPLE & PROJECTS

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

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

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**Top 7 Tools to Help You Manage Projects**
Are you interested in project management but don’t know where to start? This practical hands-on workshop will give you the tools you need to get started on the road to success in basic project management.

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

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

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

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**Your Role as a Supervisor**

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

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

**Keyword: Supervisor**

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**How to Lead Projects**

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

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

**Keyword: Lead**

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**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.

**Keyword: Coaching**

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**Almost Painless: Change Management**

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

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

**Keyword: Painless**

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

**Keyword: Community**

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**PROFESSIONAL EFFECTIVENESS**

**NEW! How to Thrive in a VUCA World**


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

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

**Keyword: VUCA**

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**NEW! Personal & Professional Refocus**

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

**Keyword: Personal**

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Looking for classes in your area? See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.
NEW! Regaining Work/Life Balance
If you’ve ever struggled to manage work and the rest of your life, you’re not alone. When “imbalance” creeps in, we can feel overwhelmed, stressed and even lose our enthusiasm for life and what matters to us. In this interactive and highly personalized course, you will clarify what work/life balance means to you; examine the competing demands that steal your energy, focus and sense of well-being; and design a plan to bring balance back into your life.

Note: if you maintain a personal calendar please bring that with you! A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class.

Keyword: Work

June 3  Th  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration: Deadline: May 27  BSAD-7233-CEUA

June 16  W  8:30 a.m.-3:30 p.m.  $229
York, YKLC, K  Deems
Registration Deadline: June 9  BSAD-7233-YKUA

NEW! Ethics in Today’s Workplace
This course explores “What is right?” within the context of today’s workplace. No, we’re not going to tell you what is “right.” Instead we will examine the impact ethics has on individual, group and organizational performance and explore perspectives and processes leaders and others use to make ethical choices and promote ethical behavior. Join us as we challenge and build on our own moral frameworks, prioritize our ethical principles, confront ethical dilemmas, and both clarify and assess our personal moral systems in terms of logic, priorities and consistency.

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

Keyword: Ethics

May 19  W  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration: Deadline: May 12  BSAD-3344-CESA

NEW! Strategies for Innovative Thinking
Creative and innovative thinking are vital in today’s workplace, and the willingness and ability to innovate may be the most important job skill we can have. Innovation opens up possibilities and allows us to both foster and sustain change and growth. We all hold the capacity for innovative thinking, even if we don’t see ourselves as “creative.” Learn how to release, harness and leverage the energy you have to innovate! This fun-filled day is packed with tips, tricks and strategies to unblock your mind, think beyond the status quo and spark new ideas and perspectives.

Feel free to bring a “wicked” problem to solve and leave with fresh ideas and a new drive to initiate and innovate!

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

Keyword: Innovative

April 21  W  8:30 a.m.-3:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration: Deadline: April 14  BSAD-3345-CESA

Being Radically Inclusive:
It’s Not So Radical
Everybody knows a little about a growing field of knowledge called Diversity, Equity and Inclusion (DE&I), but what has your experience involved? In this interactive workshop, you will take a deep look into your own implicit biases, how they form, how to address them, and how to appreciate our increasingly diverse world. The facilitator will include discussions on the use of pronouns for those with gender non-conforming identities and concepts such as intersectionality. The group will practice how to be more inclusive and create a space where no one is shamed or judged.

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

Keyword: Inclusive

March 16  T  8:30 a.m.-4:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration Deadline: March 9  BSAD-3008-CESB

April 17  S  8:30 a.m.-4:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration Deadline: April 9  BSAD-3008-CESC

May 18  T  8:30 a.m.-4:30 p.m.  $229
Lincoln, CEC, 304  Deems
Registration Deadline: May 11  BSAD-3008-CESD

June 12  S  8:30 a.m.-4:30 p.m.  $229
Lincoln, CEC, 302  Deems
Registration Deadline: June 5  BSAD-3008-CEUA

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

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

Emotional Intelligence: The Foundation of Lifelong Success

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

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

Business Writing

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

A certificate of professional development and 0.8 CEUs will be awarded for successfully completing this class.
**INTRODUCTORY CLASSES**

### One-on-One Computer Training: 3 Hours

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

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

**Keyword: Computer**

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### Computer Basics 101

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

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

**Keyword: Computer**

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### Basic Computer

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

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

**Keyword: Computers**

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**LOOKING FOR CLASSES IN YOUR AREA?**

See pages 57-58 for the Course List by Region.

**LOCATION KEY** is on page 55.

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
Intermediate Computer
Prerequisite: Basic Computer (OFFT-3502)
Maximize your computer knowledge! Learn the importance of deleting unnecessary internet files, maintaining disks, defragmenting, troubleshooting, and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the interface features of Windows 10.

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

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.

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

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

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

LOOKING FOR CLASSES IN YOUR AREA?
See pages 57-58 for the Course List by Region.

LOCATION KEY is on page 55.

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

Some of the classes we offer:
• Microsoft Office (Excel, Word, PowerPoint, OneNote, Outlook, Access)
• QuickBooks
• Adobe Creative Cloud Suite (Acrobat DC Pro, Illustrator, InDesign)
• Plus more
For more information, contact Lora Ives, Workforce Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.
## Macintosh Basics
Prerequisite: Mac for the Beginner (GDMA-3612) or equivalent experience (Some mouse, typing and navigational skills are needed for this course.)
This class is for the occasional user who wants to increase knowledge and skill on the Apple Macintosh operating system. Topics include creating and organizing folders and documents; organizing emails; customizing the dock; and setting preferences; efficiently navigating the internet and organizing bookmarks; connecting accessories; creating data backups; troubleshooting basic problems; and discovering self-help features such as search and find, online videos, help files, tutorials, and much more.

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

### Keyword: Macintosh

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

No book required.

### Keyword: Mac

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

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

### Keyword: Mac

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**Looking for classes in your area?**
See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.

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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)
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!

NEW! Google Drive
Organizing, finding and sharing files with Google Drive will be the focus of this class. Discover the basics of working with Google Docs and sheets as well as exploring the ins and outs of collaboration, including how to share, comment and edit files.

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.

SOCIAL MEDIA

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

NEW! Let’s Do Lunch: 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! Let’s Do Lunch: 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.

Looking for classes in your area? See pages 57-58 for the Course List by Region.

LOCATION KEY is on page 55.
NEW! Let’s Do Lunch: Small Business Online Marketing Strategies
Learn a few tips and tricks to get your business noticed virtually.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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

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

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

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

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

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

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

PROGRAMMING & NETWORKING

Back End Developer BootCamp
In this 18-week Back End Software Development camp, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.
For anyone interested in this program, take our free and optional assessment and learn more information at www.southeast.edu/coding-boot-camp.

Gap Assistance program is available to those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

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

NEW! Front End Software Developer Bootcamp
In this 18-week Front End Software Developer bootcamp, students learn the skills and technologies necessary to enter the industry as a Front End Software Developer. Skills and technologies include JavaScript, ES6, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, Bootstrap, JQuery, AJAX, Responsive Web Design, ReactJS, JSX, NPM, Redux, AWS, and more.
For anyone interested in this program, take our free and optional assessment and learn more information at www.southeast.edu/coding-boot-camp.

Gap Assistance program is available to those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

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

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.
NEW! Data Engineering Bootcamp

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

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

Gap Assistance program is available to those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

Keyword: Bootcamp

March 11-Aug. 26    Th    7-8:30 p.m.    $5,400
LIVE Online, Zoom    Promineo    INFO-7752-TCSB

NEW! CCNA 2: Switching, Routing & Wireless Essentials

Prerequisite: CCNA 1: Introduction to Networks or equivalent knowledge

Delve further into the world of networking with the second CCNA course in a 3-course series. This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. You’ll perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

This course will be offered in Summer 2021.

NEW! CCNA 3: Enterprise, Networking Security & Automation

Prerequisite: CCNA 2: Switching, Routing & Wireless Essentials or possessing equivalent knowledge

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

This course will be offered in Fall 2021.

NEW! CCNA 1: Introduction to Networks

No prerequisites required

Begin preparing for a networking career with this introduction to how networks operate. This first course in the three-course CCNA series introduces architectures, models, protocols, and networking elements, functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. You’ll even get the chance to build simple local area networks (LANs) yourself. You’ll have a working knowledge of IP addressing schemes, foundational network security, and be able to perform basic configurations for routers and switches.

This course will be offered in Fall 2021.

Hack Your Way to Security / Introduction to Python 2.5 Programming / SQL Series / Introduction to Crystal Reports (Online—Ed2Go)

See page 51 for more information.

Certificate in Structured Query Language (SQL) (Online—UGotClass)

See page 52 for more information.

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.
Adobe Creative Cloud Training Opportunities!
Want to bring the latest updates to Photoshop, InDesign or Illustrator to your workplace? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center in Lincoln.
Contact Workforce Solutions at continuinged@southeast.edu.

Adobe Acrobat DC Pro
Prerequisite: Word Basic or equivalent experience
Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! Learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page layout application, scanned document, Web page, or digital photo can be converted to Adobe PDF using Acrobat software. Learn the best way to create a PDF for specific situations.
No book required. Lunch is on your own.
Keyword: Adobe
April 16 F 8:30 a.m.-4:30 p.m. Lincoln, CEC, 402 $159
Keyword: Adobe

NEW! Graphic Design Workshop
Prerequisite: Experience navigating in Mac or PC environment
This workshop will cover Adobe Photoshop, Illustrator, and InDesign to create a graphic design portfolio. Use Photoshop tools for compositing images and graphics, correcting colors, adjusting lighting, and repairing visual damage in images. Work with Illustrator’s tools to create custom vector graphics from both basic shapes and complex Bezier curves. Utilize InDesign’s options to combine various elements (text, colors, images, and graphics) into finished compositions with settings appropriate for commercial printing.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.
Keyword: Adobe
June 8-16 T, W, Th 8:30 a.m.-4:30 p.m. Lincoln, CEC, 402 $795

Introduction to Illustrator CC
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience and knowledge of Adobe CC software
This class is for beginners who want to master the fundamentals of Adobe Illustrator and begin creating vector graphics. We will cover the tools of Illustrator, the interface, how to save and print files, and how to work with basic shapes, lines and color. This hands-on course will give you practice on actual art and plenty of resources for continued Illustrator work.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own for full-day class.
Keyword: Illustrator
April 6-8 T, Th 8:30 a.m.-Noon Lincoln, CEC, 402 $159
Johnson GDMA-6975-CEUA

Introduction to InDesign CC
Prerequisite: Windows Operating System experience and knowledge of Adobe CC software
This class introduces the fundamentals of InDesign CC. It focuses on the core features of InDesign, including introducing the workspace, panels, document creation, working with pages, importing graphics, importing and editing text, and working with color.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required.
Keyword: InDesign
May 8 S 8:30 a.m.-4:30 p.m. Lincoln, CEC, 402 $159
Beck GDMA-3697-CESB
May 29 S 8:30 a.m.-4:30 p.m. NE City, NCLC, 103 $159
Beck GDMA-3697-NCUA

Looking for classes in your area?
See pages 57–58 for the Course List by Region.

Location Key is on page 55.
### Intermediate InDesign CC
Prerequisite: Windows Operating System experience and knowledge of Adobe CC software
This class will use Adobe InDesign to create interactive documents for viewing in a web browser with various features such as buttons, page transitions, movies, and audio files, hyperlinks, and animation. In creating longer documents, you will be able to include features such as a table of contents, footnotes, cross-references, and an index.

**Keyword: InDesign**

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### Adobe InDesign: Streamlining Your Workflow
Prerequisite: Introduction to InDesign CC (GDMA-3697)
This class introduces the more advanced features of InDesign CC that will make your workflow more effective and efficient. Features such as character styles, paragraph styles, object styles, master pages and templates, tables and table styles, and a brief look at interactive PDFs will be introduced.

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

**Keyword: InDesign**

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

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

**Keyword: InDesign**

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

**Keyword: Adobe**

<table>
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</tbody>
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**Register Today!**

**Go to Index**

Looking for classes in your area? See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.

402-437-2700 • 800-828-0072

www.southeast.edu/continuing

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

**Key Word: Photoshop**

<table>
<thead>
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**Introduction to Photoshop Creative Cloud**

Prerequisite: Experience navigating in Mac or PC environment

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

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own for full day class.

**Key Word: Photoshop**

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Day(s)</th>
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<td>March 9-11</td>
<td>T, Th</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Kunce-3620-CESB</td>
<td>$159</td>
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<td>April 17</td>
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<td>Beck-3620-CESC</td>
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<td>Beck-3620-NCSA</td>
<td>$159</td>
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**NEW! Adobe Photoshop CC: Creating Composites & Graphics**

Prerequisite: Introduction to Adobe Photoshop CC or equivalent experience

This class will focus on the power of Photoshop to composite multiple images into a single design. We will composite raster images, vector objects and type to create a unified composition, use a variety of techniques to separate complicated images from their backgrounds and create entirely new digital artwork from scratch.

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

**Key Word: Adobe**

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Day(s)</th>
<th>Class Time</th>
<th>Location</th>
<th>Tuition</th>
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<td>Beck-3650-NCSA</td>
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</table>

**NEW! Adobe Photoshop CC: Advanced Compositing**

Prerequisite: Introduction to Adobe Photoshop CC or equivalent experience

In this class, we will be following the techniques Bret Malley used to elevate images from the everyday to the extraordinary and showing you how to make seemingly impossible scenarios come to life. There will be hands-on step-by-step projects covering everything from the first planning to the final finishing touches. Bring your imagination and be ready to create and have some fun.

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

**Key Word: Adobe**

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<th>Date</th>
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<th>Day(s)</th>
<th>Class Time</th>
<th>Location</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>May 18-20</td>
<td>T, W, Th</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Beck-3651-CESA</td>
<td>$479</td>
<td></td>
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</table>

**NEW! Adobe Photoshop CC: Advanced Compositing**

Prerequisite: Introduction to Adobe Photoshop CC or equivalent experience

In this class, we will be following the techniques Bret Malley used to elevate images from the everyday to the extraordinary and showing you how to make seemingly impossible scenarios come to life. There will be hands-on step-by-step projects covering everything from the first planning to the final finishing touches. Bring your imagination and be ready to create and have some fun.

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

**Key Word: Adobe**

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<td>May 18-20</td>
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<td>8:30 a.m.-4:30 p.m.</td>
<td>Beck-3651-CESA</td>
<td>$479</td>
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</table>

**Looking for classes in your area?**

See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.
NEW! Adobe Creative Cloud: Introduction to Premiere Pro
Prerequisite: Experience navigating in Mac or PC environment
This class introduces the fundamentals of Adobe Premiere Pro Creative Cloud. It will focus on key skills to take a project from the beginning to end, including the basics on things like organizing media, using audio, creating transitions, producing titles, and adding effects.
While taught in a Windows environment, the skills learned in this class are easily transferred to a Mac environment.

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

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

NEW! Let’s Do Lunch: 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.

Looking for classes in your area? See pages 57-58 for the Course List by Region.
Location Key is on page 55.
We’re Keeping You Safe For COVID-19 updates, visit www.southeast.edu/covid-19

Connect with Us!
SCCNebCE
sccbeatricece
SCCLearningCenteratFallsCity
SCCLearningCenteratHebron
SCCLearningCenteratNebraskaCity
SCCLearningCenteratPlattsmouth
SCCLearningCenteratWahoo
SCCLearningCenteratYork
SCCNebCE
SCC_Eship
MICROSOFT OFFICE SOFTWARE

SCC offers a series of concentrated computer software training classes.

Access 2016: Basic
Prerequisites: Windows Operating System experience
After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

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

Keyword: Excel

| April 8-9  | Th, F | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7241-CESA | $259 |
| June 1-2   | T, W  | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7241-CEUA |

Access 2016: Intermediate
Prerequisite: Access Basic or equivalent experience
Participants will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and sub datasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and Pivot Charts.

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

Keyword: Access

| May 6-7  | Th, F | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7242-CESA | $259 |

Excel 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to spreadsheet terminology and Excel’s window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. We will cover simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

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

Nebraska City and York Sections: Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Lunch is on your own.

Keyword: Excel

| March 5   | F     | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7166-CESC | $159 |
| April 9   | F     | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7166-CESD | $159 |
| April 13  | T     | 8:30 a.m.-4:30 p.m. | NE City, NCLC, 102 | Beck | OFFT-7166-NCSA | $159 |
| April 16  | F     | 9:30 a.m.-5 p.m.   | Plattsmouth, PLLC, 102 | Jor dening | OFFT-7166-PLSA | $159 |
| May 7     | F     | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7166-CESE | $159 |
| May 19    | W     | 8:30 a.m.-4:30 p.m. | York, YKLC, K | Lang | OFFT-7166-YKSA | $159 |
| June 4    | F     | 8:30 a.m.-4:30 p.m. | Lincoln, CEC, 408 | Beck | OFFT-7166-CEUA | $159 |
Excel 2016: Intermediate
Prerequisite: Excel Basic or equivalent experience
This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2016, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, and using workbook styles and themes. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

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

**Nebraska City & Plattsmouth Sections:** Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Lunch is on your own.

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<td>$159</td>
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<td>9:30 a.m.-5 p.m.</td>
<td>$159</td>
<td>OFFT-7167-PLUA</td>
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</table>

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

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

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<th>Date</th>
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<td>8:30 a.m.-4:30 p.m.</td>
<td>$159</td>
<td>OFFT-7168-CEUA</td>
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</table>

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

Required textbook ordering information will be supplied after registration.

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<tr>
<th>Date</th>
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<th>Time</th>
<th>Fee</th>
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<td>5:30-9 p.m.</td>
<td>$79</td>
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Looking for classes in your area? See pages 57-58 for the Course List by Region.
Outlook 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-Do lists and Notes.
Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

NEW! Microsoft Power BI: Data Analysis Professional
Prerequisite: Excel: Intermediate (OFFT-7167) or equivalent experience
Microsoft Power BI is designed for the purpose of providing professionals with the ability to create data driven visualization by exploring, analyzing and reporting insights and trends from data. In this class, you will learn how to quickly create visualizations of connected data to gain insights, show trends and create reports. Microsoft Power BI’s features will take you far beyond what can be found in spreadsheets and will allow you to create compelling and interactive worksheets, dashboards and stories to bring data to life and turn data into action.
Required book is available at the SCC Campus Store or at www.sccbookstore.com. Lunch is on your own.

PowerPoint 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to PowerPoint’s window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

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

Looking for classes in your area?
See pages 57-58 for the Course List by Region.

Location Key is on page 55.
Word 2016: Intermediate
Prerequisite: Word: Basic or equivalent experience
Participants will work with styles, sections and columns and will use the Navigation pane to work with outlines. You will format tables, print labels and envelopes, and work with graphics. You also will use document templates, manage document revisions and work with Web features.

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

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

QuickBooks Software

QuickBooks 2018: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set your preferences/passwords, work with vendors, set up and invoice customers, make deposits, transfer funds/reconcile, manage credit/debit card transactions, interact with Word/Excel, and review financial statements.

Prior to class, stop by to check out a textbook which will be provided to you for use during this class. You will need to read pages 1-10 in workbook before your first class session. You may purchase your own copy, if you wish. (SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com or another source). This basic course does not customize features to your business. Lunch is on your own.

Keyword: QuickBooks
Feb. 24-25  W, Th  8:30 a.m.-Noon  $159
LIVE Online, Zoom Johnson ACCT-7280-TCSA
May 8  S  8:30 a.m.-4:30 p.m.  $159
NE City, NCLC, 102 Best ACCT-7271-NCSA

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

This basic course does not configure or customize the software for your business.

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

Beatrice Sections: Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

Keyword: QuickBooks
Feb. 24-25  W, Th  8:30 a.m.-Noon  $159
LIVE Online, Zoom Johnson ACCT-7280-TCSA
April 7-8  W, Th  8:30 a.m.-12:30 p.m.  $159
LIVE Online, Zoom Johnson ACCT-7280-TCSB
April 21  W  8:30 a.m.-4:30 p.m.  $159
Beatrice, KEN, 334 Johnson ACCT-7280-BESB
Lunch is on your own.

QuickBooks 2019 Series (Online—Ed2Go)
See page 51 for more information.
QuickBooks 2019: Advanced
Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience
Expand your understanding of QuickBooks Pro through learning how to manage inventory, set up and manage sales taxes, prepare estimates, perform job costing, work with Balance Sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.
A portion of this course allows for discussion and or tailoring of software for your organization’s needs. If personalized assistance is desired during the course, please bring your own documents and/or laptop.

Beatrice Section: Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

LIVE Online Section: Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Working with QuickBooks Online
Prerequisite: Microsoft Windows and internet browser experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Learn how to navigate the application, set up a company file, 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.

WEB DEVELOPMENT & DESIGN

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

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

Building a Website Level II
Prerequisite: Building a Website Level I (INFO-3862) or equivalent experience
This class picks up where Level I ends. Learn to create an attractive and organized website using HTML5 and Cascading Style Sheets. In-class exercises guide students through developing a full-fledged website using HTML5 and CSS.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.
WordPress
Discover the basics to create a website. Learn how to install WordPress on your PC or Mac, navigate the WordPress dashboard, create pages and posts, custom menus, and functional websites.

**Keyword: WordPress**

June 7-9  M, W  6-9:30 p.m.  $159  
LIVE Online, Zoom  Olson  INFO-7296-TCUA

SharePoint
If you are looking for basic SharePoint training to help your employees better understand the most common tasks associated with updating/editing your SharePoint environment, or if you want to expand your knowledge and use of specific features of SharePoint, SCC can assist you.

For more information on customized SharePoint training, contact Lora Ives, Workforce Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.

**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](http://www.southeast.edu/coding-boot-camp).

**Gap Assistance program is available to those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options.

**Keyword: Bootcamp**

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

**NEW! Data Engineering Bootcamp**
See page 15 for more information.

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

**Keyword: Spark**

May 12  W  1-4 p.m.  $69  
Lincoln, CEC, 408  Beck  GDMA-7280-CESA

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

**Keyword: Canva**

May 5  W  9 a.m.-Noon  $69  
Lincoln, CEC, 402  Beck  GDMA-7285-CESA

Looking for classes in your area?
See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.
ELECTRICAL MAINTENANCE & CODING

Electrical Code
A study of the national electrical code and preparation of apprentice exam that leads to licensing.
(3.0 CEUs) Required book available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. This course has been approved for 30 code hours by the Nebraska State Electrical Board. **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options.

April 6-June 8  T  6:30-9:30 p.m.  $195
Lincoln, LNK, V-13  Lamp  ELEC-6055-LNSB

Electrical Fundamentals
This three-day seminar covers electrical fundamentals from a troubleshooting perspective. Learn what to expect in operational series, parallel and combination circuits through measuring voltage, resistance and current flow with digital multimeters. Topics include electrical terminology, Ohm’s Law, schematic reading, components, wiring, and safe work practices.
(2.4 CEUs) To help develop and retain skills, 50% of the time is hands-on using custom training consoles. **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options. **Nebraska City Residents:** See page 54 for the Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.

Motor Control & Relay Logic
Prerequisite: Electrical Fundamentals (ELEC-6075) or equivalent
Three-phase motors, motor starters, wiring, relays, timers, schematics, wiring diagrams, industrial symbology, relay logic, and timer circuits will be covered using discussion and hands-on training equipment.
(2.4 CEUs) Digital multimeters are provided. However, learn more by bringing the digital multimeter you normally use. **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options. **Nebraska City Residents:** See page 54 for the Job Enhancement Scholarship information. SCC staff tuition waiver doesn’t apply.

Keyword: Electrical

Motor Keyword: Motor

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
Basic RS5000/Logix Programming
Prerequisite: Basic RS LOGIX 500, Allen Bradley PLCs (ELEC-6078) or equivalent
You will receive an introduction to the “Logix” family of Allen-Bradley Controllers. Topics include an overview of Logix family hardware, an introduction to the RS5000 software, basic ladder logic programming, time, counter, math, compare, tags, organizing projects, uploading/downloading, online editing, and more.
(2.4 CEUs) Hands-on training provided with Allen-Bradley PLCs and custom designed training stations. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

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

Basic Automation Direct PLC
Prerequisite: Knowledge of industrial machine controls
This course will provide general background theory, applications information and programming practice for mechanics, technicians and engineers who specify or maintain Programmable Logic Controller-based systems.
(2.4 CEUs) Class size is limited to 12 to permit hands-on practice using AutomationDirect software and simulator workstations. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

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

Education: A.A.S. degree in Electronic Engineering Technology from Southeast Community College, 1972
Has taught at SCC since: 1985
Years of Work Experience Outside SCC: Electronic/Electrical work experience (three years U.S. Army Communications Specialist, six years electronic technician, five years controls engineer, 29 years self-employed as Aden Engineering
Why did you decide to teach at a community college?
I wanted to teach at SCC because of its excellent reputation and the way courses are delivered to emphasize practical uses of knowledge. The Continuing Education classes allow me to interface with people already employed in industry who choose to upgrade their skills and improve themselves.

What can prospective students expect when they enroll in your classes?
Students enrolling in one of my classes will find an informal atmosphere where pertinent background information, practical application and challenges are presented. I try to be supportive and encouraging.

What experiences outside of SCC do you bring to the classroom/laboratory that enhance student learning?
I bring past work experience as an electronic technician and controls engineer to the classroom to add interest and validity to the presentations. Because I continue to work in industry, it helps to keep me abreast of changes and trends. It also helps me to know what areas of study are most important. When I am called to design or repair something, I reflect on the skills needed to complete the job and make mental notes to adjust course content to include them.

What do you enjoy most about working with students?
I enjoy hearing about the various job and background experiences students bring to classes. Sharing those experiences enhances learning for everyone.

What has been your proudest moment as an instructor?
My proudest moments as instructor have been watching the development of certain students with low entry skills succeed in class through their own initiative.
Advanced Automation Direct PLC Programming
Prerequisite: Basic Automation Direct PLC (ELEC-6331)
This course is an extension of the Automation Direct DS-5 programming class. It starts with a review of the software package, basic PLC instructions and their applications. Then it will proceed to more involved subject areas, including accumulator operations, pointers, shift registers, and drum sequencers.
(2.4 CEUs) Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

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

Basic RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Knowledge of industrial machine controls
This three-day session will provide general background theory, applications information and programming practice for mechanics, technicians and engineers who specify or maintain PLC-based systems using RS Logix 500.
(2.4 CEUs) Class size limited to 12 to permit hands-on practice using Allen-Bradley PLCs and RSLogix 500 and RSLinx on training work stations. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options. Nebraska City Residents: See page 54 for the Job Enhancement Scholarship information. SCC staff tuition waiver doesn't apply.

Keyword: LOGIX
April 6-8 T, W, Th 8 a.m.-5 p.m. $659
Lincoln, CEC, 415 Aden
ELEC-6078-CESA
June 9-11 W, Th, F 8 a.m.-5 p.m. $659
NE City, NCLC, 101 Aden
ELEC-6078-NCUA

Advanced RS LOGIX 500, Allen-Bradley PLCs
Prerequisite: Basic RS LOGIX 500, Allen-Bradley PLCs (ELEC-6078) or equivalent
This course is intended to provide the skills needed to write, enter and test ladder logic programs (RS LOGIX 500) using advanced programming instructions such as: comparison, move, program control, shift registers, data handling, sequencers, indirect addressing, interrupts and other topics.
(2.4 CEUs) Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn't apply.

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

Variable Frequency Drives (VFD) for Electricians
Prerequisite: Basic understanding of 3-phase motors
Training consists of three hours lecture/three hours lab covering Variable Speed Motor Controls applicable to the Electrical trade. This is an excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one's daily work.
(0.6 CEUs) This training can be used to fulfill a portion of the bi-annual, non-code recertification as prescribed by the Nebraska State Electrical Division.

Keyword: Drives
March 5 F 8 a.m.-3 p.m. $225
Lincoln, CEC, 406 Aden
Registration Deadline: Feb. 27
ELEC-7220-CESA

Variable Frequency Drives
This course gives maintenance technicians, specifiers and supervisors insights to basic theory, installation considerations, control wiring, and programming of parameters to utilize VFDs in industrial and commercial applications. An excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one's daily work.
(1.6 CEUs) The class is approximately 50% hands-on utilizing actual industry devices. Lunch is on your own. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn't apply.

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

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
Industrial Measurement, Sensors & Controls
This course is designed to increase skill levels for engineers, technicians, sales representatives, and anyone involved with manufacturing, process controls, energy generation or automation. Training includes lecture and hands-on usage of actual devices such as photo-electric, inductive, capacitive, and temperature sensors. Interface to PLCs and control techniques will be covered using simulation trainer consoles. Such sensors are keys to green building automation.

(2.4 CEUs) **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options.

<table>
<thead>
<tr>
<th>March 9-11</th>
<th>T, W, Th</th>
<th>8 a.m.-5 p.m.</th>
<th>$629</th>
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<tbody>
<tr>
<td>Lincoln, CEC, 415</td>
<td>Aden</td>
<td>ELEC-6234-CESA</td>
<td></td>
</tr>
</tbody>
</table>

**Keyword: Sensors**

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

(2.4 CEUs) **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver doesn’t apply.

<table>
<thead>
<tr>
<th>May 11-13</th>
<th>T, W, Th</th>
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<td>Aden</td>
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</tbody>
</table>

**Keyword: PLC**

Industrial Communications & Networking
This training will provide you with an overview of the Siemens PLC architecture and terminology with a comparison to Allen-Bradley. Learn basic programming of a Siemens PLC using the S7-1200 and TIA-Portal.

(2.4 CEUs) **Keyword: Industrial**

<table>
<thead>
<tr>
<th>May 18-20</th>
<th>T, W, Th</th>
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<tr>
<td>Lincoln, CEC, 405</td>
<td>Redler</td>
<td>ELEC-7346-CESA</td>
<td></td>
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</table>

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

(2.4 CEUs) **Keyword: PLC**

<table>
<thead>
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<th>T, W, Th</th>
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<td>Redler</td>
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</table>

**Keyword: PLC**

**Connect with Us!**

- SCCNebCE
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- SCCLearningCenteratHebron
- SCCLearningCenteratNebraskaCity
- SCCLearningCenteratPlattsmouth
- SCCLearningCenteratWahoo
- SCCLearningCenteratYork

- SCCNebCE
- SCC_Eship

**Looking for classes in your area?**
See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.

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

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
WELDING

Gas Metal Arc Welding
This is basic instruction in Gas Metal Arc Welding (MIG) for manufacturing and is designed to be two-thirds hands-on practice. This course includes steel and stainless steel hands-on welding; theory, safety, reading prints, and welding symbols; welding principles and procedures; filler wires, shielding gases, welding power sources, and joint configurations; and manipulative skills and welding positions.

(6.0 CEUs) Personal safety gear is required and can be purchased at your local farm store: welding gloves, safety glasses, helmet, pliers, burn jacket, boots, and vise grip. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver does not apply. Half-hour lunch on your own.

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

(2.4 CEUs) Students will need to provide safety glasses, leather gloves, arc-welding helmet, and pliers. They must pass the shop safety test and wear leather boots, cotton pants/jeans (no shorts) and long-sleeve cotton shirt to remain in this class. Supplies can be purchased from the SCC Welding Technology program. Gap Assistance is available for those who qualify. See page 53 or visit www.southeast.edu/gap for assistance options.

Customized Welding Training Offered for Your Company
Looking to improve welding skills and techniques for your employees? SCC’s Workforce Solutions can work with your company to customize training for your business.
Contact Caleb Berg, Workforce Solutions, at 402-437-2508; 800-828-0072, ext. 2508; or cberg@southeast.edu. For welding for individuals, please see the Basic Welding class.

MANUFACTURING

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

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

Keyword: Welding

Keyword: Finishing
FORKLIFT

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>CRN</th>
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<tbody>
<tr>
<td>March 6</td>
<td>S</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>Lincoln, LNK, M-8</td>
<td>Breidenstine</td>
<td>TRA3928-LNSB</td>
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<td>April 3</td>
<td>S</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>Milford, CCDW, 119</td>
<td>Breidenstine</td>
<td>TRA3928-MLSB</td>
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<tr>
<td>April 17</td>
<td>S</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>Beatrice, FOR, 109</td>
<td>Breidenstine</td>
<td>TRA3928-BESB</td>
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<tr>
<td>May 1</td>
<td>S</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>Lincoln, LNK, M-8</td>
<td>Breidenstine</td>
<td>TRA3928-LNSC</td>
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<td>June 5</td>
<td>S</td>
<td>8:30 a.m.-1:30 p.m.</td>
<td>Lincoln, LNK, M-8</td>
<td>Breidenstine</td>
<td>TRA3928-LNUA</td>
</tr>
<tr>
<td>July 10</td>
<td>S</td>
<td>9 a.m.-3 p.m.</td>
<td>NE City, NCLC, 104</td>
<td>Breidenstine</td>
<td>TRAN-3928-NCUA</td>
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<tr>
<td>July 31</td>
<td>S</td>
<td>9 a.m.-3 p.m.</td>
<td>Falls City, FCLC, Lab</td>
<td>Breidenstine</td>
<td>TRAN-3928-FCUA</td>
</tr>
<tr>
<td>Aug. 14</td>
<td>F</td>
<td>9 a.m.-3 p.m.</td>
<td>NE City, NCLC, 104</td>
<td>Breidenstine</td>
<td>TRAN-3928-NCUB</td>
</tr>
</tbody>
</table>

AGRI-BUSINESS

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

Participants will receive one-on-one training and assistance. Classwork will be both indoors and outdoors. Dress should be comfortable and appropriate for the situation, and overshoes are recommended. Students are required to assist in handling cattle and restraining for practice AI.

Please call 402-437-2700 to be added to list for class schedule.

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.
**FIBER OPTICS**

**Certified Fiber Optics Boot Camp (CFOT, CFOS/S, CFOS/T)**

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

**Certified Fiber Optics Technician (CFOT)**

Prerequisite: Able to see, identify and manipulate small items.

This is an introductory course designed for anyone interested in becoming a Certified Fiber Optics Technician. Coursework combines theory and 85% hands-on activities, preparing the students for the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association). The CFOT test is taken and graded the final class day. Students also will be introduced to industry standards governing fiber to the desk, the home, and distribution cabling.

**Certified Fiber Optics Specialist/Splicing (CFOS/S)**

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

This course includes a complete presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. This course is 85% hands-on training both in fusion and mechanical splicing of either single or multimode fiber optics cables.

**Certified Fiber Optics Specialist/Testing & Maintenance (CFOS/T)**

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

Course offers advanced training to anyone involved with the testing and maintenance of fiber optics networks. Involves 85% hands-on exploring the overall spectrum of testing and maintenance of single mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance.

Cost includes study materials, exam fees and textbooks for all three courses. **Gap Assistance is available for those who qualify.** See page 53 or visit www.southeast.edu/gap for assistance options. SCC staff tuition waiver does not apply. Canceling this Boot Camp requires a minimum of eight days advance notice to receive a full refund.

**Keyword:** Fiber

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
<th>Course Code</th>
</tr>
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<tr>
<td>March 15-19</td>
<td>M, T, W, Th, F</td>
<td>8 a.m.-7 p.m.</td>
<td>$2,200</td>
<td>Lincoln, CEC, 403</td>
<td>ELEC-6065-CESA</td>
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<tr>
<td>Aug. 16-20</td>
<td>M, T, W, Th, F</td>
<td>8 a.m.-6 p.m.</td>
<td>$2,200</td>
<td>Lincoln, CEC, 403</td>
<td>ELEC-6065-CEUA</td>
</tr>
</tbody>
</table>

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

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

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

Keyword: Automotive

April 6-8 T, Th 6-9 p.m. $89
Milford, CCDW, 116 Vavra
AJT-7300-MLSB

Automotive Restoration & Collision Repair
This is a 15-hour open lab/shop course designed to teach the basics of dent repair, metal fabrication and the use of plastic fillers.

First-time students are required to complete safety/shop orientation at the first session. Goggles, earplugs and dust masks are required.

Keyword: Automotive

April 7-May 5 W 6:30-9:30 p.m. $109
Milford, ETC, 127 Mabon
AJTB-3145-MLSB

Looking for classes in your area?
See pages 57-58 for the Course List by Region.

LOCATION KEY is on page 55.
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 classes 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. Tuition 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.

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

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

✔ Include your email address with your registration so we can email you the appropriate key. Online keys will be emailed approximately one week prior to skills date.

✔ You need to bring your AHA Part 1 Heartsaver® First Aid Online Course Completion Certificate to be admitted to the Skills Session.

This class meets the day care first aid requirement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Keyword: Aid</th>
</tr>
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<tbody>
<tr>
<td>April 29</td>
<td>Th</td>
<td>7-7:45 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3205-HBSB</td>
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<tr>
<td>May 26</td>
<td>W</td>
<td>7-7:45 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3205-HBUA</td>
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<tr>
<td>June 23</td>
<td>W</td>
<td>7-7:45 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3205-HBUB</td>
</tr>
</tbody>
</table>

$49

Looking for classes in your area?
See pages 57-58 for the Course List by Region.

Location Key is on page 55.
First Aid Heartsaver®
This AHA course teaches management of illness and injuries in the first few minutes until professional help arrives. This course is recommended for people who respond to first aid emergencies in the workplace.

This class meets the day care first aid requirement.
Keyword: Aid

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 18</td>
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<td>M</td>
<td>6-9:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3204-CESD</td>
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</table>

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

This class meets the day care first aid requirement.
Keyword: CPR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Key</th>
</tr>
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<td>6-9:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3219-CESC</td>
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<tr>
<td>April 15</td>
<td>Th</td>
<td>6-9:30 p.m.</td>
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<td>HLTH-3219-CESD</td>
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<tr>
<td>May 7</td>
<td>F</td>
<td>6-9:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3219-CESF</td>
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<tr>
<td>May 24</td>
<td>M</td>
<td>5:30-9 p.m.</td>
<td>Hebron, HNLC, 103</td>
<td>HLTH-3219-HNUA</td>
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<tr>
<td>June 9</td>
<td>W</td>
<td>6-9:30 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3219-CEUA</td>
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</table>

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

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

♥ Include your email address with your registration so we can email you the appropriate key. Online keys will be emailed approximately one week prior to skills date.

♥ You need to bring your AHA Part 1 Heartsaver® CPR AED Online Course Completion Certificate to be admitted to the Skills Session.

This class meets the day care first aid requirement.
Keyword: CPR

<table>
<thead>
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<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Key</th>
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<tbody>
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<tr>
<td>June 23</td>
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<td>6-6:45 p.m.</td>
<td>Lincoln, CEC, 111</td>
<td>HLTH-3220-HBUB</td>
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</tbody>
</table>

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

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www.southeast.edu/covid-19

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19
CPR - HeartCode® Basic Life Support Online + Skills Session

HeartCode® BLS is for healthcare professionals seeking an alternative method for completing a BLS course. This AHA CPR-Basic Life Support course is now offered in a convenient online format as an alternative method for certification. Online courses are perfect for those who need recertification or those with difficult schedules.

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

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

This course is for healthcare providers (nurses, EMTs, doctors, lifeguards, etc.).

### Keywords: CPR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Keyword: CPR</th>
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<tbody>
<tr>
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CPR - Basic Life Support
(formerly known as CPR for Health Care Providers)

This AHA CPR-Basic Life Support course teaches high-quality CPR, use of an AED, foreign-body airway obstruction, high-performing team dynamics and barrier devices for adults, children and infants.

(0.45 CEUs) This course is for healthcare providers (nurses, EMTs, doctors, lifeguards, etc.).

### Keywords: CPR

<table>
<thead>
<tr>
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<th>Location</th>
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### Emergency Medical Services

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

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

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

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

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

**EMT**
These classes are part of the Paramedic program.

For a complete list of classes offered, see the Credit Class schedule at www.southeast.edu/classschedules or contact Cherri Fuehring at clynch-fuehring@southeast.edu or 402-437-2882.

**EMT Refresher**
The EMT Refresher meets the National Registry and state requirements for renewal.

This 20-hour course can be taken for National Registration Renewal and/or CEUs can be given. This class is scheduled based on community needs. For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.

**EMS Additional Skills Courses**

- **EMR Courses:** Aspirin administration course, epinephrine auto-injector course, application of immobilization devices course, and patient transport course.
- **EMT Courses:** Non-visualized advanced airway management course, continuous positive airway pressure course, glucometer course, intravenous fluid monitoring only course, peripheral intravenous access and monitoring course, and albuterol nebulizer and epinephrine auto-injector administration course.

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

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### CPR - Basic Life Support (cont.)

<table>
<thead>
<tr>
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**Keyword:** CPR

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**Looking for classes in your area?**
See pages 57-58 for the Course List by Region.

**Location Key** is on page 55.
Health Care Providers CEUs

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

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

RN/LPN Refresher

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

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

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


Intravenous Therapy: Current Standards of Practice 1 & 2

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

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

This eight-hour course meets the didactic portion of the new requirement for all LPNs with a well-rounded review of IV therapy. Topics covered will be legal aspects of IV therapy, peripheral IVs and central lines. You can work at your own pace and at times which fit into your schedule.

(0.8 CEUs) You will have several weeks to finish this class. You must have access to a computer and the internet. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Keyword: Therapy

March 27-May 1          Online             $79
NUR S-3187-WBSA

Intravenous Therapy: Current Standards of Practice 2 Skills (Hybrid Course)

Prerequisite: You must take SCC’s Intravenous Therapy: Current Standards of Practice 1 course before or at the same time as this course or provide proof of completion of a similar course.

This eight-hour course includes both online and face-to-face components. Successful completion of this course will meet the IV therapy skills course requirement for LPNs who wish to practice IV therapy.

(0.8 CEUs) You must have access to a computer and the internet. The hands-on skills portion of this course will occur on select Saturdays listed below. To successfully complete this course, you must complete the online component and attend a four-hour lab session. Certificates will be mailed to all who have successfully completed the course after the last day of class.

Keyword: Therapy

March 27-April 30
9 a.m.-1 p.m.
Beatrice, AEC, TBA Ruiz

$99
NUR S-3188-HBSA

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.

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

402-437-2700 • 800-828-0072

www.southeast.edu/continuing
Trauma Nursing Core Course

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

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

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

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

Abuse & Neglect Prevention for Nursing Assistants

In order to be placed on the Nebraska Nurse Aide Registry, the state of Nebraska may require some nursing assistants to complete 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: Trauma

Register by March 1 (No refunds after March 1)

Textbook will be mailed out the week of March 8.

| April 6-7 | T | 8 a.m.-5 p.m. | $309 |
| April 6-7 | W | 8 a.m.-1 p.m. |  |
| Lincoln, CEC, 303 | DeWitt | NURS-3247-CESA |  |

Keyword: Abuse

Online HLTH-3060-WBSA $30

WORKSHOPS COMING SOON FOR ALL HEALTH PROGRAMS!

- Associate Degree Nursing
- Associate of Health Sciences
- Dental Assisting
- Healthcare Services/CNA
- Human Services
- Medical Assisting
- Medical Laboratory Technology
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical First Assist
- Surgical Technology


We’re Keeping You Safe

For COVID-19 updates, visit www.southeast.edu/covid-19
QuickBooks 2018: 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/passwords, work with vendors, set up and invoice customers, make deposits, transfer funds/reconcile, manage credit/debit card transactions, interact with Word/Excel, and review financial statements.

Prior to class, stop by to check out a textbook which will be provided to you for use during this class. You will need to read pages 1-10 in workbook before your first class session. You may purchase your own copy, if you wish. (SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com or another source). This basic course does not customize features to your business. Lunch is on your own.

Keyword: QuickBooks

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<td>Best</td>
<td>ACCT-7271-NCSA</td>
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QuickBooks 2019: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.) and perform reconciliations, and review basic financial and other system reports.

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

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

**Beatrice Section:** Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

Keyword: QuickBooks

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<td>Johnson</td>
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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.

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

**Beatrice Section:** Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

**Keyword: QuickBooks**

| March 3-4    | W, Th | 8:30 a.m.-Noon | $159 | LIVE Online, Zoom | Johnson | ACCT-7281-TCSA |
| April 28     | W    | 8:30 a.m.-4:30 p.m. | $159 |    | Johnson | ACCT-7281-BESB |
| May 12-13    | W, Th | 8:30 a.m.-Noon | $159 | LIVE Online, Zoom | Johnson | ACCT-7281-TCSB |

**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.

**Keyword: QuickBooks**

| April 14-15 | W, Th | 8:30 a.m.-Noon | $79 | LIVE Online, Zoom | Johnson | ACCT-3515-TCSB |

**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 18    | Th | 8:30 a.m.-Noon | $79 | LIVE Online, Zoom | Johnson | ACCT-3516-TCSB |
| April 15    | Th | 1-4:30 p.m. | $79 | LIVE Online, Zoom | Johnson | ACCT-3516-TCSC |
| June 17     | Th | 8:30 a.m.-Noon | $79 | LIVE Online, Zoom | Johnson | ACCT-3516-TCUA |

**Agri-Business**

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

Participants will receive one-on-one training and assistance. Classwork will be both indoors and outdoors. Dress should be comfortable and appropriate for the situation, and overshoes are recommended. Students are required to assist in handling cattle and restraining for practice AI.

Please call 402-437-2700 to be added to list for class schedule. $399
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, visit www.southeast.edu/entrepreneurship or call 402-323-3629.

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.

**Keyword: Hiring**

May 27  Th  6-8 p.m.  $29
LIVE Online, Zoom  Ensz  AREA-0150-TCUA

NEW! Financial Literacy

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

This workshop is presented in partnership with the Rural Enterprise Assistance Project (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.

**Keyword: Financial**

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

Focus Coaching
(One-on-One Business Coaching)

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

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

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

Register at Any Time  $149

Perk Up Thursday Weekly Coffee

**Feb. 25-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!
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.

Keyword: QuickBooks
April 14-15 W, Th 8:30 a.m.-Noon $79
LIVE Online, Zoom Johnson ACCT-3515-TCSB

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.

Keyword: Grant
March 22 M 6-9 p.m. $49
LIVE Online, Zoom SENDD BSAD-7292-TCSA

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

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

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

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

NEW! Let’s Do Lunch: 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 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-TCSG

NEW! Blogging for Beginners
Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

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

Looking for classes in your area? See pages 57-58 for the Course List by Region.

Location Key is on page 55.
NEW! Let’s Do Lunch: Small Business Online Marketing Strategies
Learn a few tips and tricks to get your business noticed virtually.

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

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

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

Keyword: Lunch
June 2   W   Noon-1 p.m.   $10
LIVE Online, Zoom   AREA-6665-TCUA

Social Media for Business

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

LinkedIn® account and login information required.

Keyword: LinkedIn
March 9   T   1-4 p.m.   $59
Falls City, FCLC, Main   Siefkes   BSAD-6499-FCSA

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

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

NEW! Blogging for Beginners
Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

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

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

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

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

Keyword: Canva
May 5   W   9 a.m.-Noon   $69
Lincoln, CEC, 402   Beck   GDMA-7285-CESA
Lean Process Excellence (Lean Manufacturing)

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

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

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.

NEW! Creating a “Stand Out” Resume

Make sure your resume stands out and commands the attention you deserve! You may have only seconds to capture a reader’s attention and persuade them you’re worth talking to. In this session we explore tips and tricks to build a resume that showcases you as a top candidate for the position you desire.

You are encouraged to bring a laptop and a current or old resume to work with (though these are not required).
NEW! From Job Hunting to Job Getting
Whether you are just thinking about a job change or already sending in applications, this course is for you. It’s frustrating to spend hours putting an application together only to have it seemingly disappear into some great black hole. Join us as we explore simple but powerful strategies to help you stand out from other candidates, get the attention you deserve, and land the position you want!

Keyword: Job

April 6  T  5:30-7:30 p.m.  $99
Lincoln, CEC, 214  Deems
Registration: Deadline: March 30  BSAD-3347-CESA

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.  $19
LIVE Online, Zoom  Doma
AREA-6681-TCSA

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

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

Keyword: Strengths

June 17-24  Th  5:30-7:30 p.m.  $39
Falls City, FCLC, 102  Kerwin-Kubr
LIVE Online, Zoom  AREA-6787-TCSA

Speechcraft
Develop your public speaking ability and gain experience, knowledge, and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

Keyword: Speechcraft

March 26-April 30  F  7-8:30 a.m.  $39
LIVE Online, Zoom  Applegarth  SPCH-4001-TCSA
May 14-June 18  F  7-8:30 a.m.  $39
LIVE Online, Zoom  Applegarth  SPCH-4001-TCSB

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  M  7-9 p.m.  $49
LIVE Online, Zoom  Tilson  AREA-6834-TCSA
Plattsmouth, PLLC, 102  AREA-6834-PLSA

NEW! Blogging for Beginners
Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

Keyword: Blogging

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

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

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

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

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

You may register at any time for this class. After you register online, purchase the book “ServSafe Manager” at the SCC Campus Store, 8800 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
Grant Funding

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.

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<tr>
<td>March 22 M 6-9 p.m.</td>
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Nebraska Worker Training
Grant Writing Workshop
If you are planning to submit a Nebraska Worker Training Grant, mark this workshop on your calendar to attend! Keaton J. Irwin C.L.S.S.Y.B, Reemployment Program Coordinator, Business and Partner Relations from the Nebraska Department of Labor will be on hand to present and answer your questions. Don't miss this opportunity to learn what you need to know about best practices for submitting a Nebraska Worker Training Grant!

There is NO CHARGE to attend the workshop.

To register, visit scncneb.eventbrite.com.

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

NEW! Let’s Do Lunch: 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.

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Looking for classes in your area?
See pages 57-58 for the Course List by Region.

LOCATION KEY is on page 55.

402-437-2700 • 800-828-0072
www.southeast.edu/continuing
NEW! Let's Do Lunch: New Options in Social Media
You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We'll discuss the options and functions of new platforms.

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

Keyword: Lunch
June 2 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-TCUA

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

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

Keyword: Lunch
June 16 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-FCUA

Looking for classes in your area? See pages 57-58 for the Course List by Region.

LOCATION KEY is on page 55.
SCC provides customized training to meet the specific learning and development needs of your business.

**Real Solutions.** Ready When You Are.

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

**Connect with Us!**

SCCNebeCE  
scceatricesc  
SCCLeearingCenteratFallsCity  
SCCLeearingCenterateHebron  
SCCLeearingCenterateNebraskaCity  
SCCLeearingCenteratPlattsmouth  
SCCLeearingCenteratWahoo  
SCCLeearingCenteratYork

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**We’re Keeping You Safe**
For COVID-19 updates, visit
www.southeast.edu/covid-19
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QuickBooks 2019 Series
Small business owners should be using QuickBooks to manage invoices, pay bills and track expenses. If you want to take control of your business's finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software's more advanced features.

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

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

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

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

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

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

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

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

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

www.ed2go.com/sccne
Certificate in Structured Query Language (SQL)
Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL also can lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.

Instructor: Cecilia Allison
$595 for full certificate

Introduction to SQL
Offerings start monthly, February-September;
Single Course $245

Intermediate SQL
Offerings start monthly, March-October
(not available as single course)

Advanced SQL
Offerings start monthly, April-November
(not available as single course)

Data Analysis Certificate
Data analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

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

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

Browse Certificates & Courses in:

- Business
- Business Communication
- Health • Human Resources
- Leadership
- LEED Green Workplace Management
- New Media Marketing
- Personal Development
- Social Media for Business
- Technology Skills
- Training and Education
- Training for K12 Teachers

Gap Assistance Program

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

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

Household Size | Annual Income
--- | ---
1 | $31,225
2 | $42,275
3 | $53,325
4 | $64,375
5 | $75,425
6 | $86,475

** Annual Income is subject to change.

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

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

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

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

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

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

www.southeast.edu/cefinassist

* Programs of study can be found at the web address above, and can be bundled.
Job Enhancement Scholarship Available

(For selected courses)

Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

• Make a difference in your career/job?
• Help you reach your professional goals?
• Potentially advance your position or pay?
• Have a positive impact on your employer?

For more information, contact:

Cindy Meyer
402-323-3636
cmeyer@southeast.edu

www.southeast.edu/nebraskacitylc

Funds are being provided by the Nebraska City Community Foundation Fund
Beatrice
Southeast Community College,
  Beatrice Campus, 4771 W. Scott Road
AEC............................Academic Excellence Center
FOR ........................................Ford Hall
JAC ........................................Jackson Hall
KEN ......................................Kennedy Center
TRU ........................................Truman Center

Falls City
FCLC...............................Learning Center at Falls City,
  3200 Bill Schock Blvd.

Lincoln
CEC ..............Jack J. Huck Continuing Education
  Center, 301 S. 68th St. Place
LNK ..............Southeast Community College,
  Lincoln Campus, 8800 O St.

Milford
CCDW...............................Crete Carrier Diesel Technology &
  Welding Center, 701 Trades City Drive
Southeast Community College,
  Milford Campus, 4771 W. Scott Road
DNLP............................G. Alan Dunlap Center
ETC ....................................Eicher Technical Center

Nebraska City
NCLC.................................Learning Center at Nebraska City,
  819 Central Ave.

Plattsmouth
PLLC.................................Learning Center at Plattsmouth,
  537 Main St.

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

See Desc. ........................... The course description
  will give the class location.
TBA ........................................To Be Announced
5 questions to ask today to prepare for tomorrow.

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

We are here to help.

Marguerite Himmelberg | mhimmelberg@southeast.edu
Paul Lytle | plytle@southeast.edu
Sarah Murtagh | smurtagh@southeast.edu
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QuickBooks 2018: Basic 23, 40
QuickBooks 2019:
Advanced 24, 41
Basic 23, 40
Speechcraft 46
Team Building Basics 4
Tips & Tricks: Excel 21
Using the Cloud 13
WordPress 25
Working with QuickBooks Online 24, 41, 43
Your Role as a Supervisor 6
Zoom: Everyone is Doing It 13

BEATRICE REGION
www.southeast.edu/BeatriceCE

These classes are held in Beatrice unless noted.

Artificial Insemination in Cattle 31, 41
Critical Thinking in Today’s Workplace 9
Electrical Fundamentals 26
Food Protection Manager Online Class 46
Forklift Operator 31
How to Lead Projects 6
Intravenous Therapy: Current Standards of Practice 2 Skills (Hybrid Course) 38
Motor Control & Relay Logic 26
QuickBooks 2019:
Advanced 24, 41
Basic 23, 40

LEARNING CENTER AT FALLS CITY REGION
www.southeast.edu/FallsCityLC

These classes are held in Falls City unless noted.

NEW! Applying Your Strengths Daily 46
Forklift Operator 31
Gas Metal Arc Welding 30
NEW! Google Drive 13
Learning Windows 10 11
LinkedIn® for Business: Basic 13, 44
One-on-One Computer Training: 3 Hours 10

LEARNING CENTER AT HEBRON REGION
www.southeast.edu/HebronLC

These classes are held in Hebron unless noted.

CPR AED (Community) 35
Food Protection Manager Online Class 46
One-on-One Computer Training: 3 Hours 10

LINCOLN REGION
www.southeast.edu/continuing

These classes are held in Lincoln unless noted.

Access 2016:
Basic 20
Intermediate 20
Adobe Acrobat DC Pro 16
Adobe Creative Cloud:
Introduction to Premiere Pro 19
Adobe InDesign:
Exploring Graphic Features 17
Streamlining Your Workflow 17
NEW! Adobe Photoshop CC:
Advanced Compositing 18
Creating Composites & Graphics 18
Adobe Spark 14, 19, 25, 43, 44
Advanced Automation Direct PLC Programming 28
Advanced RS LOGIX 500, Allen-Bradley PLCs 28
Almost Painless: Change Management 6
NEW! The Almost Perfect Employee 5
Basic Automation Direct PLC 27
Basic Computer 10
Basic RS LOGIX 500, Allen-Bradley PLCs 28
Basic RS5000/Logix Programming 27
Basic Welding 30
Being Radically Inclusive:
It’s Not So Radical 8
Building a Website Level I 24
Building a Website Level II 24
Canva 14, 19, 25, 43, 44
Certified Fiber Optics Boot Camp (CFOT, CFOS/S, CFOS/T) 32
Coaching Employees for Success 6
CPR AED (Community) 35
CPR AED Online + Skills Session 35
CPR - Basic Life Support 36
CPR - HeartCode® Basic Life Support Online + Skills Session 36
**Lincoln Region (cont.)**

*www.southeast.edu/continuing*

*These classes are held in Lincoln unless noted.*

**NEW!** Creating a “Stand Out” Resume.............45
Critical Thinking in Today’s Workplace.............9
Electrical Code...........................................26
Emotional Intelligence:
The Foundation of Lifelong Success...............9

**NEW!** Ethics in Today’s Workplace...............8
Excel 2016:
Advanced ................................................................21
Basic ..................................................................20
Intermediate ......................................................21
First Aid Heartsaver®.................................35
First Aid Online + Skills Session ................34
Food Protection Manager Online Class........46
Forklift Operator ..............................................31

**NEW!** From Job Hunting to Job Getting ..........46
**NEW!** Graphic Design Workshop..................16
How to Lead Projects........................................6

**NEW!** How to Thrive in a VUCA World........7
Industrial Communications & Networking.........29
Industrial Measurement,
Sensors & Controls .........................................29
Innovative Leadership.....................................5
Intermediate Computer ...............................11
Intermediate InDesign CC..............................17
Intermediate Mac ...........................................12
Introduction to Business Acumen..................4
Introduction to Illustrator CC .........................16
Introduction to InDesign CC ...........................16
Introduction to Photoshop Creative Cloud........18
Introduction to Siemens PLC Programming.....29
Leadership Communication Boot Camp.........4
Leadership Communication Essentials ..........3
Leading Through Influence .............................4
Lean Process Excellence
(Lean Manufacturing)........................................45
Macintosh Basics .........................................12

**NEW!** Managing Remote &
Virtual Teams....................................................3
Managing Risks in Projects ...........................5

**NEW!** Microsoft Power BI:
Data Analysis Professional.........................22

Nebraska Finishing Technologies
Certification Program..................................30
Outlook 2016: Basic.......................................22
Perk Up Thursday Weekly Coffee................42
PLC Operator Interface Programming...........29
PowerPoint 2016: Basic...................................22

**NEW!** Regaining Work/Life Balance.............8
**NEW!** Strategies for Innovative Thinking ..8
Team Building Basics....................................4
Top 7 Tools to Help You Manage Projects ......5
Trauma Nursing Core Course........................39
Variable Frequency Drives ...........................28
Variable Frequency Drives (VFD) for Electricians
.................................................................28
Welcome to Adobe Lightroom Classic...........17
Windows 10..................................................11
Windows to Mac Transition............................12
Word 2016:
Basic ...........................................................22
Intermediate ..................................................23
Your Role as a Supervisor ..............................6

**Learning Center at Nebraska City Region**

*www.southeast.edu/NebraskaCityLC*

*All classes are held in Nebraska City unless noted.*

Basic RS LOGIX 500, Allen-Bradley PLCs..........28
Computer Basics 101 ....................................10
Electrical Fundamentals ...............................26
Excel 2016:
Basic ...........................................................20
Intermediate ..................................................21
Food Protection Manager Online Class........46
Forklift Operator ..............................................31
How Do You Back Up a Computer?..............11
How Not to Get a Computer Virus ................11
Introduction to InDesign CC .........................16
Introduction to Photoshop Creative Cloud........18
Motor Control & Relay Logic.........................26
One-on-One Computer Training: 3 Hours ...10
QuickBooks 2018: Basic ..............................23, 40
Welcome to Adobe Lightroom Classic........17

**Learning Center at Plattsmouth Region**

*www.southeast.edu/PlattsmouthLC*

*These classes are held in Plattsmouth unless noted.*

Community Leadership Program..................7, 46
Excel 2016:
Basic ...........................................................20
Intermediate ..................................................21
How Not to Get a Computer Virus ................11
Learning Windows 10......................................11
One-on-One Computer Training: 3 Hours ...10

**Learning Center at Wahoo Region**

*www.southeast.edu/WahooLC*

*These classes are held in Wahoo unless noted.*

One-on-One Computer Training: 3 Hours ...10

**Learning Center at York Region**

*www.southeast.edu/YorkLC*

*These classes are held in York unless noted.*

Automotive Restoration &
Collision Repair (Milford).........................33
Business Writing ...........................................9
Critical Thinking in Today’s Workplace ..........9
Excel 2016: Basic ...........................................20
Forklift Operator (Milford) ............................31
Nebraska Worker Training
Grant Writing Workshop ..............................47
One-on-One Computer Training: 3 Hours ...10

**NEW!** Regaining Work/Life Balance .............8
Troubleshooting Automotive Electrical System (Milford)........................33
Word 2016: Basic ..........................................22
Your Role as a Supervisor ..............................6

**NEW!** On Demand Classes

Offered by the Learning Center at York

*Build your own experience!*

Get a group of three or more
together to learn something
new with a schedule that will
work for you.

*Check out the full list of classes
and details on this opportunity at*

*www.southeast.edu/YorkLC*
4 Easy Ways to Register!

Register Online Using WebAdvisor
1. You must have an email account in order to register online.
3. Search for Classes (Use the key word at the end of the description)
4. Register for Classes
5. Pay for Classes
   a. You will not be officially registered until you submit your payment.
   b. You will see a confirmation screen. Print this for your records.
   c. You will receive an email confirmation of your registration.

Register by Fax or Mail
1. Complete the non-credit registration form. (Please Print)
   then either...
2. FAX the registration form with credit card number or letter of authorization to 402-437-2703
   OR
3. MAIL the registration form with payment or letter of authorization to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449

Register in Person
WALK-IN to the Jack J. Huck Continuing Education Center Monday-Thursday, 7:30 a.m.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.

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

- Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.
- Make a COPY of the completed form, or record the information for your reference.
- Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

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

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

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

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

Accredited by the Higher Learning Commission.

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

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

**PLEASE PRINT**

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.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Phone</th>
<th>Home</th>
<th>Business Phone</th>
</tr>
</thead>
</table>

**I identify as:**

- Male
- Female
- Nebraska Resident
- Non-Resident
- Hispanic or Latino
- Not Hispanic or Latino
- Race (Select one or more):
  - White
  - Asian
  - Native Hawaiian/Others Pacific Islander
  - American Indian/Alaska Native
  - Black/African-American

**Ethnicity (select one):**

- American Indian/Alaska Native
- Hispanic or Latino
- Native Hawaiian/Others Pacific Islander
- Not Hispanic or Latino

**Today’s Date**

**Start Date**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
</tr>
</thead>
</table>

**TOTAL DUE**

**FOR OFFICE USE ONLY**

- ID# ______________________
- V Code ____________________
- DE ________________________
- ID# ______________________
- SCC Staff Tuition Waiver ( )

**Submissions of this form indicate that I understand that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the course(s) listed. I understand that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the course(s) listed; that failure to attend a course does not constitute an official drop/withdrawal; and that the application of SCC’s policies on equal opportunity and nondiscrimination in all admissions, alternations, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy requires compliance with the College procedures in this Student Handbook and College Catalog. For the protection of your personal credit card information, do not email this form to SCC. If faxing, include letter of authorization on company letterhead.**

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<table>
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<th>Check (must be included)</th>
<th>Cash (must be included)</th>
<th>Would you like a receipt mailed to you?</th>
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<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Name as it appears on card:** ____________________________________________________________________

**Exp.Date ________  CC # ________**

**Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)**

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- SCC Staff Tuition Waiver ( )

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