

# Health Care

Winter 2023

## 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. Cost includes book and card, where applicable. Students will receive the CPR/First Aid card within 14 business days, of successful course completion. AHA cards expire two years from the end of the month of the issue date.

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

### Heartsaver® First Aid Online + Skills Session

This AHA Heartsaver® First Aid course is offered in a convenient online format you can take in the comfort of your home. You only need to meet in person once for the skills session after you complete the online portion of the class.

You will receive the online AHA access key and email approximately one week prior to your Skills Session class.

- ♥ When registering, include your email address.
- ♥ Once you've completed the online portion, you will print your Online Course Completion Certificate. For admission into the Skills Session, you must have this certificate with you.

This class meets the First Aid requirements for day cares.

			Keyword: Aid
Jan. 18 Lincoln, CEC, 109B	W	7-7:45 p.m. HLTH-3506-HBSCA	\$59
Jan. 28 Plattsmouth, PLLC, 103	S	11:45 a.m.-12:30 p.m. HLTH-3506-HBSPA	\$59
March 11 Falls City, FCLC, 109	S	11:45 a.m.-12:30 p.m. HLTH-3506-HBSFA	\$59
March 15 Lincoln, CEC, 109B	W	7-7:45 p.m. HLTH-3506-HBSCB	\$59
March 18 Hebron, HNLC, 101	S	11:45 a.m.-12:30 p.m. HLTH-3506-HBSHA	\$59

#### Location Key

Falls City, FCLC.....Learning Center at Falls City, 3200 Bill Schock Blvd.  
Hebron, HNLC..... Learning Center at Hebron, 610 Jefferson Ave.  
Lincoln, CEC .....Jack J. Huck Continuing Education Center,  
301 S. 68th St. Place  
Plattsmouth, PLLC.....Learning Center at Plattsmouth, 537 Main St.

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

## CPR - HeartCode® Basic Life Support Online + Skills Session (for Health Care Professionals)

Need your professional certification in AHA CPR Basic Life Support and want a convenient way of getting it? This online class is for you! You will only need to meet in person once for the Skills Session after you complete the online portion of the class.

You will receive the online AHA access key and email approximately one week prior to your Skills Session class.

- ♥ When registering, include your email address.
- ♥ Once you've completed the online portion, you will print your AHA Online Course Completion Certificate. For admission into the Skills Session, you must have this certificate with you.

This course is for health care providers: nurses, EMTs, doctors, lifeguards, etc.

			Keyword: CPR
Jan. 10 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3253-HBSCA	\$65.50
Jan. 21 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3253-HBSCB	\$65.50
Jan. 24 Lincoln, CEC, 109B	T	1-2:30 p.m. HLTH-3253-HBSCC	\$65.50
Jan. 28 Plattsmouth, PLLC, 103	S	9-10:30 a.m. HLTH-3253-HBSPA	\$65.50
Feb. 4 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3253-HBSCD	\$65.50
Feb. 21 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3253-HBSCE	\$65.50
March 1 Lincoln, CEC, 109B	W	1-2:30 p.m. HLTH-3253-HBSCF	\$65.50
March 11 Falls City, FCLC, 109	S	9-10:30 a.m. HLTH-3253-HBSFA	\$65.50
March 14 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3253-HBSCG	\$65.50
March 18 Hebron, HNLC, 101	S	9-10:30 a.m. HLTH-3253-HBSHA	\$65.50

## Heartsaver® CPR AED Online + Skills Session (Community)

Offered now in a convenient online format, receive your professional CPR AED certification easily on your own time and in the comfort of your home. You will only need to meet in person once for the skills session after you complete the online portion of the class.

You will receive the online AHA access key and email approximately one week prior to your Skills Session class.

- ♥ When registering, include your email address.
- ♥ Once you've completed the online portion, you will print your Online Course Completion Certificate. For admission into the Skills Session, you must have this certificate with you.

This class meets the CPR AED requirements for day cares.

			Keyword: CPR
Jan. 18 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBSCA	\$59
Jan. 28 Plattsmouth, PLLC, 103	S	10:45-11:30 a.m. HLTH-3501-HBSPA	\$59
March 11 Falls City, FCLC, 109	S	10:45-11:30 a.m. HLTH-3501-HBSFA	\$59
March 15 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBSCB	\$59
March 18 Hebron, HNLC, 101	S	10:45-11:30 a.m. HLTH-3501-HBSHA	\$59

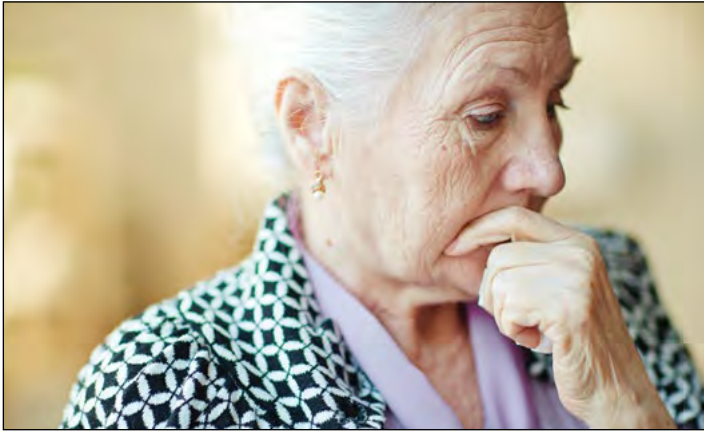
Check out all classes offered at [southeast.edu/continuing](http://southeast.edu/continuing)

Find us on Facebook® at [facebook.com/SCCneb](https://facebook.com/SCCneb)

# HEALTH CARE PROVIDERS CEUs

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

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



## Abuse & Neglect Prevention for Nursing Assistants

Do you need the Abuse & Neglect Prevention course to be placed on the Nebraska Nurse Aide Registry? Register for this course at any time and take it in the comfort of your own home.

(0.1 CEU) Once you have completed the one-hour online in-service, the state is notified by email that you have completed the course. NOTE: For successful completion, you must spend an hour online and get 100% on the quiz which covers the material you have read and the videos you have watched. You can take the quiz as many times as needed. **To register and pay, go to <http://bit.ly/RegisterCE>.**

**Keyword: Abuse**

Online, Canvas

HLTH-3065-WBUCA

\$30



[ed2go.com/sccne](http://ed2go.com/sccne)

### 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*

For more information, contact us at 800-828-0072 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

# Free Training

## Gap Assistance Program

Short-term Training Opportunities

Non-credit		Credit	
RN/LPN Refresher ✦	Leadership ☼	Nursing Assistant ✦	Healthcare Services ☼
Machining ✦	Lean/Six Sigma ✦	Medication Aide ✦	Precision Agriculture ☼
Electrical Maintenance ✦	Computer Networking ✦	Professional Truck Driver Training I & II ✦	Building Construction Tech ☼
Welding ✦	Fiber Optics ✦	Business/Entrepreneurship ☼	Software & Computer Services ☼
Microsoft Applications ✦		Culinary/Hospitality ☼	Welding Technology ☼

✦ Course    ☼ Certificate

**Gap makes education FREE**      [southeast.edu/gap](http://southeast.edu/gap)

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

# Computers & Technology

Winter 2023

## GETTING STARTED

### INTRODUCTORY CLASSES

#### Get Started with Computers

Want to learn more about computers? This engaging, hands-on class is for the person who has little to no knowledge about computers, but wants to learn. Find out about using Windows, creating and saving documents, getting started with email, and much more.

You must have Windows 10 on your device to attend.



**Keyword: Computer**

Jan. 24	T	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-0928-TCSFA	

### MACINTOSH CLASSES

#### All Things Apple™

Do you have a Mac computer, iPad, iPhone, Apple™ Watch or even a Home Pod? From editing photos to word processing to spreadsheets to turning on and off the lights in your home, these high-tech devices can be easy to use and fun. We will touch on some of the more useful features of Apple™'s amazing products, as well as demonstrate some practical features and apps to help make your life a bit easier.



**Keyword: Apple**

Jan. 18-Feb. 1	W	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0663-TCSCA	

### SMART DEVICES

#### Smartphone Basics: iPhone

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

Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway.



**Keyword: Smartphone**

Feb. 23	Th	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-1393-TCSFA	

#### Smartphone Basics: Android

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

Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway.



**Keyword: Smartphone**

Jan. 19	Th	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-1394-TCSFA	



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

#### iPhone: What It Can Do for You

Expand your understanding of what your iPhone can do for you. Discover all of the messaging features, texting and video capabilities. We'll dig deeper into the App Store to take advantage of all that your iPhone offers.



Plan on watching this Zoom class on your computer/laptop so that you can have your phone in hand to work with during class. Have your phone fully charged.

**Keyword: iPhone**

Jan. 26	Th	7-9 p.m.	\$29
LIVE Online, Zoom	Jensen	LLLX-0666-TCSCA	

#### All Things Apple™

Do you have a Mac computer, iPad, iPhone, Apple™ Watch or even a Home Pod? From editing photos to word processing to spreadsheets to turning on and off the lights in your home, these high-tech devices can be easy to use and fun. We will touch on some of the more useful features of Apple™'s amazing products, as well as demonstrate some practical features and apps to help make your life a bit easier.



**Keyword: Apple**

Jan. 18-Feb. 1	W	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0663-TCSCA	

#### Using Cloud Storage

This class will show you how to set up online storage. Topics include SkyDrive, Google drive, Amazon drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.



**Keyword: Cloud**

Jan. 23	M	6-8 p.m.	\$19
LIVE Online, Zoom	Toma	AREA-0901-TCSWA	

#### Let's Do Lunch: What's App?

What are some of the newest smartphone apps available? Learn more about your phone applications!



**Keyword: App**

Feb. 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFC	

#### Instagram for Beginners

Since its launch, Instagram has become a popular way to connect with friends, family, brands, celebrities, and more. You will create an account, set up a profile, and learn to upload photos and videos.

Have your mobile device fully charged. NOTE: This is a personal Instagram class, not a business focus.



**Keyword: Instagram**

Jan. 30	M	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-1408-TCSWA	

#### Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet  
Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!



**Keyword: Video**

Jan. 24	T	6:30-7:30 p.m.	\$10
LIVE Online, Zoom	Fangmeier	AREA-1411-TCSFA	

For more information, contact us at 800-828-0072 or [continued@southeast.edu](mailto:continued@southeast.edu)

## Cell Phone & Tablet Photography

Photography using your phone or tablet is the focus of this class. Techniques in photography, useful apps for photography and editing, along with super-handly gadgets for your cell or tablet, will be explored.

Before the first class, download Snapseed for photo processing on your device. Snapseed is free. Have your mobile device handy as you log into this Zoom class from your desktop or laptop.

**Keyword: Photography**

Feb. 9-23	Th	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0080-TCSWA	

## INTERNET

### Using Cloud Storage

This class will show you how to set up online storage. Topics include SkyDrive, Google drive, Amazon drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.

**Keyword: Cloud**

Jan. 23	M	6-8 p.m.	\$19
LIVE Online, Zoom	Toma	AREA-0901-TCSWA	



### NEW! Blogging for Beginners

Creating blog posts is an excellent way to share your passion, showcase expertise or create an online presence. You will learn the steps to starting, creating content for and maintaining your blog. Different platforms, social media and marketing techniques will be discussed.

NOTE: This is a personal blog class, not a business focus.

**Keyword: Blogging**

March 22	W	6-8 p.m.	\$29
LIVE Online, Zoom	Ord	AREA-1410-TCSWA	

## JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

**Attention: Nebraska City Residents**

Are you looking for a scholarship for training that could:

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

For more information, visit [southeast.edu/nebraskacitylc](http://southeast.edu/nebraskacitylc) or contact Cindy at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu).



Funds are being provided by the  
**Nebraska City Community  
Foundation Fund**

## Instagram for Beginners

Since its launch, Instagram has become a popular way to connect with friends, family, brands, celebrities, and more. You will create an account, set up a profile, and learn to upload photos and videos.

Have your mobile device fully charged. NOTE: This is a personal Instagram class, not a business focus.

**Keyword: Instagram**

Jan. 30	M	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-1408-TCSWA	

## Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet  
Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!

**Keyword: Video**

Jan. 24	T	6:30-7:30 p.m.	\$10
LIVE Online, Zoom	Fangmeier	AREA-1411-TCSWA	

### NEW! Let's Do Lunch: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!

**Keyword: Email**

Feb. 22	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFD	

### NEW! Let's Do Lunch: Small Business Online Marketing Strategies

Learn great marketing ideas for your small business or organization.

**Keyword: Business**

March 8	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFE	

### Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!

**Keyword: Canva**

March 23	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFF	

### NEW! Let's Do Lunch: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.

This class was designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

**Keyword: Facebook**

Jan. 19	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWA	

## Online Buying & Selling

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

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

**Keyword: Selling**

Jan. 23	M	7-9 p.m.	\$29
LIVE Online, Zoom	Jensen	LLLX-0531-TCSWA	

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

Take a look at all of the streaming services available to help you make a choice if you want to move to this new era of watching "TV" and other media content. We will cover Hulu Live, YouTubeTV, AppleTV+, Sony Vue, Netflix, and others.

**Keyword: Cable**

Jan. 25	W	7-9 p.m.	\$29
LIVE Online, Zoom	Jensen	LLLX-1154-TCSWA	

## Digitizing Memories

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



**Keyword: Memories**

Jan. 26-Feb. 2	Th	6:30-8 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSCA	

## SOCIAL MEDIA



## NEW! Blogging for Beginners

Creating blog posts is an excellent way to share your passion, showcase expertise or create an online presence. You will learn the steps to starting, creating content for and maintaining your blog. Different platforms, social media and marketing techniques will be discussed.



NOTE: This is a personal blog class, not a business focus.

**Keyword: Blogging**

March 22	W	6-8 p.m.	\$29
LIVE Online, Zoom	Ord	AREA-1410-TCSWA	

## Instagram for Beginners

Since its launch, Instagram has become a popular way to connect with friends, family, brands, celebrities, and more. You will create an account, set up a profile, and learn to upload photos and videos.



Have your mobile device fully charged. NOTE: This is a personal Instagram class, not a business focus.

**Keyword: Instagram**

Jan. 30	M	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-1408-TCSWA	

## Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet



Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!

**Keyword: Video**

Jan. 24	T	6:30-7:30 p.m.	\$10
LIVE Online, Zoom	Fangmeier	AREA-1411-TCSWA	



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

## Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



**Keyword: Canva**

March 23	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFF	

## NEW! Let's Do Lunch: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.



This class was designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

**Keyword: Facebook**

Jan. 19	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWA	

## PROGRAMMING & NETWORKING

### Back End Developer Bootcamp

This 18-week program will give you the skills to enter the industry as a Back End Software Developer.



Take our assessment and learn more information at [southeast.edu/coding-boot-camp](https://southeast.edu/coding-boot-camp). The assessment is free and optional for anyone interested in this program.

**Gap Assistance (financial) is available to those who qualify.** For more information, visit [southeast.edu/gap](https://southeast.edu/gap).

**Keyword: Bootcamp**

Dec. 15-April 27	Th	7-8:30 p.m.	\$3,999
LIVE Online, Zoom	Promineo	INFO-7750-TCFCC	
Feb. 28-June 27	T	7-8:30 p.m.	\$3,999
LIVE Online, Zoom	Promineo	INFO-7750-TCSCA	

### Data Engineer Bootcamp

This 26-week program will give you the skills you need in the high-demand area of data engineering.



Take our assessment and learn more information at [southeast.edu/coding-boot-camp](https://southeast.edu/coding-boot-camp). The assessment is free and optional for anyone interested in this program.

**Gap Assistance (financial) is available to those who qualify.** For more information, visit [southeast.edu/gap](https://southeast.edu/gap).

**Keyword: Bootcamp**

Feb. 28-Aug. 29	T	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-7752-TCSCA	

### Front End Software Developer Bootcamp

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



Take our assessment and learn more information at [southeast.edu/coding-boot-camp](https://southeast.edu/coding-boot-camp). The assessment is free and optional for anyone interested in this program.

**Gap Assistance (financial) is available to those who qualify.** For more information, visit [southeast.edu/gap](https://southeast.edu/gap).

**Keyword: Bootcamp**

Jan. 25-May 24	W	7-8:30 p.m.	\$3,999
LIVE Online, Zoom	Promineo	INFO-7751-TCSCA	
March 30-July 27	Th	7-8:30 p.m.	\$3,999
LIVE Online, Zoom	Promineo	INFO-7751-TCSCB	

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

# Business Development

Winter 2023

## ACCOUNTING & FINANCIALS

### What It Takes to Pursue Grants

Is your nonprofit ready to pursue grant funding? Learn about types of grants, typical financial requirements to apply and the time investment to submit grants. Includes an overview of Nebraska's unique grantmaking landscape.



**Keyword: Grant**  
\$95

Jan. 12	Th	6-9 p.m.
LIVE Online, Zoom	Mealey	BSAD-7295-TCSWA

### Introduction to Grant Writing

Successful grant writing takes skill, practice and a little luck. Learn the fundamentals of grant writing, including terminology, funding sources, reviewing grant applications, and the basics of preparing a grant proposal.



**Keyword: Grant**  
\$49

Jan. 26	Th	6-9 p.m.
LIVE Online, Zoom	Mealey	BSAD-7292-TCSWA

## SMALL-BUSINESS ESSENTIALS

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

For more information about the SCC Focus Suites, call 402-323-3629 or visit [southeast.edu/entrepreneurship](http://southeast.edu/entrepreneurship).

### NEW! The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook taking over our social lives, some might find it difficult to engage in normal conversation due to lack of practice with face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills.



**Keyword: Communication**  
\$59

March 6-20	M	6-8 p.m.
LIVE Online, Zoom	Ord	AREA-6835-TCSWA



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

These classes were designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

### NEW! Let's Do Lunch: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.



**Keyword: Facebook**

Jan. 19	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWA	

### NEW! Let's Do Lunch: Community Engagement & Leadership

Learn ways to lead future generations to build a better community.



**Keyword: Community**

Feb. 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWB	

### NEW! Let's Do Lunch: Thinking Outside the Box: Creative Thinking in Unusual Ways

Learn strategies and techniques which will change ways of thinking about and finding creative solutions to existing or future problems.



**Keyword: Thinking**

March 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWC	

### NEW! Let's Do Lunch: Starting a Small Business

Have you had an idea for a small business but aren't sure where to start? Visit with an expert and get a few tips and tricks.



**Keyword: Business**

Jan. 25	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFA	

### NEW! Let's Do Lunch: How to Write a Business Plan

Thinking about starting a small business but need to write a business plan?



**Keyword: Business**

Feb. 7	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFB	

### NEW! Let's Do Lunch: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!



**Keyword: Email**

Feb. 22	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFD	

### NEW! Let's Do Lunch: Small Business Online Marketing Strategies

Learn great marketing ideas for your small business or organization.



**Keyword: Business**

March 8	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFE	

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

Check out all classes offered at [southeast.edu/continuing](http://southeast.edu/continuing)  
Find us on Facebook® at [facebook.com/SCCneb](https://facebook.com/SCCneb)

## Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



March 23 Th Noon-1 p.m.  
LIVE Online, Zoom AREA-6665-TCSFF

Keyword: Canva  
\$10

## What It Takes to Pursue Grants

Is your nonprofit ready to pursue grant funding? Learn about types of grants, typical financial requirements to apply and the time investment to submit grants. Includes an overview of Nebraska's unique grantmaking landscape.



Jan. 12 Th 6-9 p.m.  
LIVE Online, Zoom Mealey BSAD-7295-TCSFA

Keyword: Grant  
\$95

## Introduction to Grant Writing

Successful grant writing takes skill, practice and a little luck. Learn the fundamentals of grant writing, including terminology, funding sources, reviewing grant applications, and the basics of preparing a grant proposal.



Jan. 26 Th 6-9 p.m.  
LIVE Online, Zoom Mealey BSAD-7292-TCSFA

Keyword: Grant  
\$49

## NEW! Let's Do Lunch: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.

This class was designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

Keyword: Facebook

Jan. 19 Th Noon-1 p.m.  
LIVE Online, Zoom Ord AREA-6665-TCSWA

\$10

## NEW! Let's Do Lunch: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!

Keyword: Email

Feb. 22 W Noon-1 p.m.  
LIVE Online, Zoom AREA-6665-TCSFD

\$10

## Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



March 23 Th Noon-1 p.m.  
LIVE Online, Zoom AREA-6665-TCSFF

Keyword: Canva

\$10

## SOCIAL MEDIA FOR BUSINESS

### NEW! The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook taking over our social lives, some might find it difficult to engage in normal conversation due to lack of practice with face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills.



Keyword: Communication

March 6-20 M 6-8 p.m.  
LIVE Online, Zoom Ord AREA-6835-TCSWA

\$59



We offer a wide range of highly interactive non-credit courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. All courses are 6 weeks long unless specified. Our online courses are affordable, fun, fast, convenient, and geared just for you. Ready to explore our catalog?

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### BROWSE COURSES IN

Accounting and Finance

Language and Arts

Business

Law and Legal

College Readiness

Personal Development

Computer Applications

Teaching and Education

Design and Composition

Technology

Health Care and Medical

Writing and Publishing

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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Check out all classes offered at [southeast.edu/continuing](https://southeast.edu/continuing)  
Find us on Facebook® at [facebook.com/SCCNeb](https://facebook.com/SCCNeb)

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

# Leadership & Professional Development

Winter 2023

## Strengths@Work Skills Academy

In this workshop series, participants will explore Gallup CliftonStrengths signature themes as they relate to the development of essential skills in workplace success. Workshop topics include an introduction to an individual's Top 5 strengths assessment results within the context of the workplace and the practical development of workplace skills including:



- Communication.
- Organization.
- Teamwork.
- Work ethic.
- Professionalism.

Integrated group coaching sessions provide participants with opportunities to discuss application of workshop concepts within the work environment.

Upon completion of the three-month Strengths@Work Skills Academy, you will earn 1.6 CEUs and a certificate of completion.

**Keyword: Academy**

**Thursdays, March 9-May 25**

Noon-1 p.m.

\$459

LIVE Online, Zoom

BSAD-6307-TCSCA

Madsen

Registration Deadline: March 2

● ☞

**WATCH**

Scan the code to learn more about this course.



## FINANCIAL RESOURCES

### Individuals

- **Gap Assistance**  
southeast.edu/gap  
gap@southeast.edu or 402-323-3394
- ◆ **Adult, Dislocated Worker and Youth Program**  
dol.nebraska.gov/ReemploymentServices/Training/WIOA/ADWP2  
Call 402-441-1640 to learn more

### Business & Industry

- ☞ **Nebraska Worker Training Grant**  
dol.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram
- ▶ **Adult, Dislocated Worker and Youth Program**  
dol.nebraska.gov/ReemploymentServices/Training/WIOA/ADWP2  
Call 402-441-1640 to learn more

## Human Resource Certificate of Professional Development



The Human Resource Certificate of Professional Development can get you one step closer to achieving your career goals while also preparing you to take the aPHR exam, a nationally recognized certification through HRCI.

Includes:

- Course materials.
- aPHR registration and exam fee.
- 12-month Lincoln Human Resource Management Association membership.
- Opportunity to consult with instructor following course completion.

You will earn 2.1 CEUs and a certificate of completion will be awarded by SCC to those who successfully complete this course.

**Keyword: Resource**



**Thursdays, March 23-May 11 \*\***

1-4 p.m.

\$2,950

LIVE Online, Zoom. . . . BSAD-3044-TCSCA

Yankech

Registration Deadline: March 16

\*\* No class April 6

**Saturdays, March 25-May 13 \*\*\***

9 a.m.-Noon

\$2,950

LIVE Online, Zoom. . . . BSAD-3044-TCSCB

Yankech

Registration Deadline: March 18

\*\*\* No class April 8

● ◆ ☞

**WATCH**

Scan the code to learn more about this course.



For more information, contact us at  
800-828-0072 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

Check out all classes offered at [southeast.edu/continuing](http://southeast.edu/continuing)  
Find us on Facebook® at [facebook.com/SCCNeb](https://facebook.com/SCCNeb)



# Personal Interest

Winter 2023

## ANIMALS & PETS

### Backyard Chickens

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



**Keyword: Chickens**  
\$19

Feb. 21	T	6-8 p.m.	
LIVE Online, Zoom	Fangmeier	AREA-3971-TCSHA	



## ARTS, CRAFTS & HOBBIES

### NEW! Bunny Wine Glasses for an Egg-stra Special Spring

These cute bunny wine glasses are fun to make and adorable to display. Create several to use as a centerpiece or give them out as party favors.

A supply list will be sent to students prior to the class.



**Keyword: Bunny**

March 11	S	10 a.m.-Noon	\$19
LIVE Online, Zoom	Roseberry	AREA-1985-TCSWA	

### Shutterfly

Are you interested in learning the basics of Shutterfly? We will take a tour of the Shutterfly site, unlock some of the best features and open a whole new world of possibilities for gift options, such as creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!



**Keyword: Shutterfly**

Feb. 21	T	6-7:30 p.m.	\$19
LIVE Online, Zoom		AREA-3105-TCSFA	

### Pictures Galore, Organizing & More!

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



**Keyword: Pictures**

Dec. 14	W	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-0289-TCFCA	
Feb. 22	W	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-0289-TCSCA	

### Gratitude, Gimmicks & Going the Extra Mile

The real joy is in the giving. You will gather ideas for showing appreciation in a unique and clever way. From care packages to quick gestures of appreciation, we will explore many options. You will leave with a collection of meaningful ideas and a lot of inspiration to positively impact others!



**Keyword: Gratitude**

Feb. 28	T	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-1127-TCSCA	

### Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



**Keyword: Canva**

March 23	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFF	

### Digitizing Memories

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



**Keyword: Memories**

Jan. 26-Feb. 2	Th	6:30-8 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSCA	

### Shibori Dying

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

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



**Keyword: Shibori**

Feb. 13	M	6:30-8:30 p.m.	\$45
LIVE Online, Zoom	Wolcott	AREA-2171-TCSPA	

### NEW! Alcohol Ink Botanical Painting

Discover how much fun it is to work with alcohol inks. Vibrant colors will rain down on your botanical painting. Your work of art will be ready for framing.

A supply list will be sent prior to class.



**Keyword: Painting**

Feb. 23	Th	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Wolcott	AREA-7713-TCSPA	



### Watercolor Quilts

Duplicate the textures and patterns of vintage fabric in watercolor! These beautiful pieces can be transformed in to greeting cards or can remain as a piece of art.

A supply list will be sent prior to class.



**Keyword: Watercolor**

Jan. 30	M	6:30-8:30 p.m.	\$29
LIVE Online, Zoom	Wolcott	AREA-2185-TCSPA	



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

## NEEDLE ARTS & SEWING

### NEW! Fabric Art Collage

Create a textile wall decor project for your home. You will collage with fabric using sewing and embroidery in a unique whimsical style. A great way to dig into that fabric stash you have been saving!



March 2 Th 6:30-8:30 p.m. \$29  
LIVE Online, Zoom Wolcott AREA-2614-TCSPA

Keyword: Fabric

### NEW! Embroidery on Clothing

Embellish denim jackets, caps, T-shirts and more with beautiful embroidery. Learn basic embroidery stitches and how to apply them to wearables.

Supply list will be emailed.



Jan. 26 Th 6:30-8:30 p.m. \$35  
LIVE Online, Zoom Wolcott AREA-2615-TCSPA

Keyword: Embroidery

### Shibori Dying

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

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



Feb. 13 M 6:30-8:30 p.m. \$45  
LIVE Online, Zoom Wolcott AREA-2171-TCSPA

Keyword: Shibori

## FAMILY MATTERS



### Welcome to Medicare

Medicare can be a complicated topic. Worse yet, there is a lot of misinformation that can lead to decisions that may result in penalties and a delay of benefits. In order to avoid mistakes, you are invited to learn about the basics of Medicare and what you need to consider when you are approaching Medicare eligibility. You will be provided comprehensive information about Medicare and address these questions:

- What does Medicare cost and cover?
- When should I enroll in Medicare, and what rules do I need to know?
- What is the difference between Medicare with a supplement versus Medicare Advantage?

Nebraska State Health Insurance Program (SHIP) will cover the cost of this course. **To register, please visit [doi.ne.gov/ship](https://doi.ne.gov/ship).** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

Webinar presentations are available on:

Feb. 15 W 6 p.m.

## Navigating Medicare.gov

Medicare drug coverage is confusing. Each year Medicare drug plans can make changes to the cost and coverage you can receive. Knowing how to pick the right plan to meet your needs is important to ensure you get the best coverage at the lowest cost. Navigating Medicare.gov will arm you with the knowledge to navigate Medicare's plan finder tool to make an informed decision. You will be provided a step-by-step guide to using Medicare.gov to address these questions:

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

Navigating Medicare.gov is provided by Nebraska State Health Insurance Program (SHIP), a member of the national SHIP network and a division of the Nebraska Department of Insurance. **To register, please visit [doi.ne.gov/ship](https://doi.ne.gov/ship).** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

Webinar presentations are available on:

Feb. 22 W 6 p.m.

## Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet

Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!



Keyword: Video

Jan. 24 T 6:30-7:30 p.m. \$10  
LIVE Online, Zoom Fangmeier AREA-1411-TCSPA



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

This workshop meets the requirements of the Nebraska Parenting Act. Topics include stages of adjustment to parental separation/divorce for parents and children,

conflict resolution, stress management and other co-parenting issues. This course is delivered entirely online and facilitated by SCC faculty and takes a minimum of three hours to complete.

Students will need:

- Computer with high speed internet connection
- Speaker/sound capability
- Working knowledge of computer and internet experience

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

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

\$49 per-person.

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



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

## Level 2 Co-Parenting: Working Together for Your Children

This workshop meets the requirements of the Nebraska Parenting Act. Topics include: stages of adjustment to parental separation/divorce for parents and children, conflict resolution, stress management, safety and transition plans, impact of unresolved parental conflict on the child, effective communication skills, and resources and referral information.

Preregistration is required. Registration deadline is Wednesday prior to class date. For more information or to register, email [continuing@southeast.edu](mailto:continuing@southeast.edu) or call 402-437-2700.

\* Separate classes provided for men and women.



**Keyword: Parenting**

Men *			
Jan. 21	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCA	
Feb. 18	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCB	
March 18	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCC	
April 15	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCD	
Women *			
Jan. 14	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCO	
Feb. 11	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCP	
March 11	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCQ	
April 8	S	8:30-11:30 a.m.	\$69
LIVE Online, Zoom		LLLX-2401-TCSCR\	

## NEW! Let's Do Lunch: Happiness is Traveling

Learn tips and tricks about getting ready for your next adventure!



**Keyword: Traveling**

Dec. 7	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFFG	

## Let's Do Lunch: How Does TeleHealth Work

Learn how to schedule a telehealth visit, how they work and why they are right for some people.



**Keyword: TeleHealth**

Dec. 14	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFHF	

## NEW! Let's Do Lunch: Understanding Nutrition Labels

Focus on a healthier you by learning more about the nutrition labels on foods.



**Keyword: Labels**

April 4	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFG	



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

## FOODS

### Flowering Cupcakes

Learn the art of putting gorgeous designs on top of cupcakes. Basic borders, flowers and fondant skills will be taught.



No experience necessary. A supply list will be emailed one week prior to class.

**Keyword: Cupcakes**

Feb. 9	Th	6:30-9:30 p.m.	\$29
LIVE Online, Zoom	Wolcott		
Registration Deadline: Feb. 2		AREA-4588-TCSPA	

### Basic Art of Cookie Decorating: Valentines

Decorate like a pro, including how to prepare a cookie for decorating, how to color and create different icing consistencies, how to find and use cookie decorating tools, and special techniques to give your cookies that "wow!"



**Keyword: Cookie**

Feb. 11	S	10 a.m.-Noon	\$59
LIVE Online, Zoom	Wolcott	AREA-4423-TCSPA	

### 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.

Receive your assignments online through SCC's online learning platform. Upon completion of each assignment, you will complete an online quiz. The ServSafe exam is taken online at various SCC locations.

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. After you register online, purchase the textbook "ServSafe Manager" at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com). For registration and log-in information, go to <http://bit.ly/scfoodprotectionmanagerclass>.

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

Class will be active now through June 24. All coursework needs to be completed by June 30.

**Keyword: Protection**

Online	Williams-Lamb	\$65	FSDT-3000-WBUA
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### Exam Prep — CDM Credentialing Exam

This online exam prep course is designed specifically for those who are eligible to sit for the CDM Credentialing Exam. Each course module begins with a pretest to help you identify your understanding of the content area. You will move through the course at your own pace, utilizing the interactive review materials, example calculations with tutorial videos, flashcards and reading materials to focus your study. Practice questions include rationale for answers and explanations for calculations. The course culminates with a simulated practice CDM exam.

Contact Vicki Rethmeier at 402-437-2528 or [vrethmeier@southeast.edu](mailto:vrethmeier@southeast.edu) for registration details. Cost \$99 per person.

### NEW! Let's Do Lunch: Understanding Nutrition Labels

Focus on a healthier you by learning more about the nutrition labels on foods.



**Keyword: Labels**

April 4	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFG	

For more information, contact us at 800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

Check out all classes offered at [southeast.edu/continuing](http://southeast.edu/continuing)  
Find us on Facebook® at [facebook.com/SCCNeB](https://facebook.com/SCCNeB)

## HOME & GARDEN

### NEW! House Plant Propagation

Propagating and sharing houseplants is enjoyable and fun. Discover the easiest plants to raise along with tips and tricks to keep them happy!



**Keyword: Plant**

Feb. 2	Th	6:30-8:30 p.m.	\$19
LIVE Online, Zoom	Wolcott	AREA-6089-TCSPA	

### OneNote to Document Garden Ideas

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



**Keyword: Garden**

Jan. 17	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1393-TCSCA	

### Perennials: Getting Started with Your Garden

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



**Keyword: Perennials**

Jan. 24	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-0797-TCSCA	

### Types of Perennial Gardens

What type of garden interests you? We will examine eight different types of gardens in this session. We bet you will find one or more to pique your fancy. Butterfly, pollinator, woodland, native perennial, full sun, half sun, shade, and a little bit of anything and everything. What will you choose?



**Keyword: Perennial**

Jan. 31	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1453-TCSCA	

### Features of Perennial Plants

What kinds of perennials will you finally choose to fill your garden? Some gardeners want plants that pop up monthly from March through November. Some want lots of tall plants, round plants, flat plants. Red plants, blue plants, and pink, yellow and orange plants. Do you need some that will remind you of a grandparent or other family member or friend? Those are the best plants to include!



**Keyword: Perennial**

Feb. 7	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1454-TCSCA	

### Seed Starting 101

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



**Keyword: Seed**

Jan. 14	S	9:30 a.m.-Noon	\$25
LIVE Online, Zoom	Wolcott	AREA-6053-PLSA	

### Successful Seed Starting Techniques

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



**Keyword: Seed**

Feb 15	W	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-0764-TCSCA	

### Winter Pruning: Working with Bushes & Small Trees

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



**Keyword: Pruning**

Feb. 21	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1441-TCSCA	

### Gardening by the Month

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



**Keyword: Gardening**

Feb. 28	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-0591-TCSCA	

### Recognizing & Avoiding Invasive & Noxious Plant Types

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



**Keyword: Invasive**

March 27	T	6:30-7:30 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-0587-TCSCA	



[ed2go.com/sccne](https://ed2go.com/sccne)

### BROWSE COURSES IN

**Accounting and Finance**

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**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**



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

For more information, contact us at  
800-828-0072 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

## MIND & BODY

### Meditative Mandalas

Discover the geometric doodles of the circular mandala designs as you practice mindfulness skills, breathing exercises and expressions of gratitude.

Have a fine-tip marker and paper ready.



**Keyword: Mandalas**

Feb. 25-March 4 S 10-11:30 a.m. \$29 LIVE Online, Zoom Roseberry  
AREA-6744-TCSWA

## MONEY MATTERS

### Online Buying & Selling

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

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



**Keyword: Selling**

Jan. 23 M 7-9 p.m. \$29  
LIVE Online, Zoom Jensen LLLX-0531-TCSCA

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

Take a look at all of the streaming services available to help you make a choice if you want to move to this new era of watching “TV” and other media content. We will cover Hulu Live, YouTubeTV, AppleTV+, Sony Vue, Netflix, and others.



**Keyword: Cable**

Jan. 25 W 7-9 p.m. \$29  
LIVE Online, Zoom Jensen LLLX-1154-TCSCA

### Welcome to Medicare

Medicare can be a complicated topic. Worse yet, there is a lot of misinformation that can lead to decisions that may result in penalties and a delay of benefits. In order to avoid mistakes, you are invited to learn about the basics of Medicare and what you need to consider when you are approaching Medicare eligibility. You will be provided comprehensive information about Medicare and address these questions:

- What does Medicare cost and cover?
- When should I enroll in Medicare, and what rules do I need to know?
- What is the difference between Medicare with a supplement versus Medicare Advantage?

Nebraska State Health Insurance Program (SHIP) will cover the cost of this course. **To register, please visit [doi.ne.gov/ship](https://doi.ne.gov/ship).** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

**Webinar presentations are available on:**

Feb. 15 W 6 p.m.



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.

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

**Want to take a class that is listed as “LIVE Online, Zoom” but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

## Navigating Medicare.gov

Medicare drug coverage is confusing. Each year Medicare drug plans can make changes to the cost and coverage you can receive. Knowing how to pick the right plan to meet your needs is important to ensure you get the best coverage at the lowest cost. Navigating Medicare.gov will arm you with the knowledge to navigate Medicare's plan finder tool to make an informed decision. You will be provided a step-by-step guide to using Medicare.gov to address these questions:

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

Navigating Medicare.gov is provided by Nebraska State Health Insurance Program (SHIP), a member of the national SHIP network and a division of the Nebraska Department of Insurance. **To register, please visit [doi.ne.gov/ship](https://doi.ne.gov/ship).** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

**Webinar presentations are available on:**

Feb. 22 W 6 p.m.

## MUSIC

### Intro to Guitar

This is an introductory course. Learn proper tuning methods, strumming techniques and fundamental chord progressions for a variety of music interests like folk, country and popular songs.

Bring your guitar and plan to practice between classes.



**Keyword: Guitar**

Feb. 4-25 S 10 a.m.-Noon \$79  
LIVE Online, Zoom Boye LLLX-1401-TCSCB

## PERSONAL DEVELOPMENT



### NEW! Creative Writing

Find your voice as a writer by exploring different writing styles, learning the building blocks of visual storytelling and drawing inspiration from the world around you. Discover methods for overcoming writer's block and ways to bring out your inner creativity through weekly writing assignments and group discussions.



**Keyword: Writing**

Feb. 6-20 M 6-7:30 p.m. \$45  
LIVE Online, Zoom Ord AREA-9050-TCSWA

For more information, contact us at  
800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

Check out all classes offered at [southeast.edu/continuing](https://southeast.edu/continuing)  
Find us on Facebook® at [facebook.com/SCCneb](https://facebook.com/SCCneb)

## NEW! The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook taking over our social lives, some might find it difficult to engage in normal conversation due to lack of practice with face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills.



March 6-20 M 6-8 p.m. \$59  
LIVE Online, Zoom Ord AREA-6835-TCSWA

Keyword: Communication

## Gratitude, Gimmicks & Going the Extra Mile

The real joy is in the giving. You will gather ideas for showing appreciation in a unique and clever way. From care packages to quick gestures of appreciation, we will explore many options. You will leave with a collection of meaningful ideas and a lot of inspiration to positively impact others!



Feb. 28 T 6-7:30 p.m. \$19  
LIVE Online, Zoom Van Winkle LLLX-1127-TCSCA

Keyword: Gratitude

## Welcome to Medicare

Medicare can be a complicated topic. Worse yet, there is a lot of misinformation that can lead to decisions that may result in penalties and a delay of benefits. In order to avoid mistakes, you are invited to learn about the basics of Medicare and what you need to consider when you are approaching Medicare eligibility. You will be provided comprehensive information about Medicare and address these questions:

- What does Medicare cost and cover?
- When should I enroll in Medicare, and what rules do I need to know?
- What is the difference between Medicare with a supplement versus Medicare Advantage?

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## Navigating Medicare.gov

Medicare drug coverage is confusing. Each year Medicare drug plans can make changes to the cost and coverage you can receive. Knowing how to pick the right plan to meet your needs is important to ensure you get the best coverage at the lowest cost. Navigating Medicare.gov will arm you with the knowledge to navigate Medicare's plan finder tool to make an informed decision. You will be provided a step-by-step guide to using Medicare.gov to address these questions:

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**Webinar presentations are available on:**

Feb. 22 W 6 p.m.



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For more information, contact us at  
800-828-0072 or [continuing@southeast.edu](mailto:continuing@southeast.edu)

## Driver Education Instructor Training

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

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

Required books are available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com).

Keyword: Instructor

Jan. 30-March 11 Online \$499  
Lincoln, LNK, Arranged TRAN-3393-HBSA

## LET'S DO LUNCH SERIES

### NEW! LDL: Happiness is Traveling

Learn tips and tricks about getting ready for your next adventure!



Keyword: Traveling

Dec. 7 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCFFG

### LDL: How Does TeleHealth Work

Learn how to schedule a telehealth visit, how they work and why they are right for some people.



Keyword: TeleHealth

Dec. 14 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCFHF

### NEW! LDL: Starting a Small Business

Have you had an idea for a small business but aren't sure where to start? Visit with an expert and get a few tips and tricks.



Keyword: Business

Jan. 25 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFA

### NEW! LDL: How to Write a Business Plan

Thinking about starting a small business but need to write a business plan?



Keyword: Business

Feb. 7 T Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFB

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

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!



Keyword: Email

Feb. 22 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFD

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

Learn great marketing ideas for your small business or organization.



Keyword: Business

March 8 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFE

### LDL: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



Keyword: Canva

March 23 Th Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFF

These classes were designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

### NEW! LDL: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.



Keyword: Facebook

Jan. 19	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWA	

### NEW! LDL: Community Engagement & Leadership

Learn ways to lead future generations to build a better community.



Keyword: Community

Feb. 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWB	

### NEW! LDL: Thinking Outside the Box: Creative Thinking in Unusual Ways

Learn strategies and techniques which will change ways of thinking about and finding creative solutions to existing or future problems.



Keyword: Thinking

March 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWC	

### LDL: What's App?

What are some of the newest smartphone apps available? Learn more about your phone applications!



Keyword: App

Feb. 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFC	

### NEW! LDL: Understanding Nutrition Labels

Focus on a healthier you by learning more about the nutrition labels on foods.



Keyword: Labels

April 4	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFG	

## PHOTOGRAPHY

### Cell Phone & Tablet Photography

Photography using your phone or tablet is the focus of this class. Techniques in photography, useful apps for photography and editing, along with super-handly gadgets for your cell or tablet, will be explored.



Before the first class, download Snapseed for photo processing on your device. Snapseed is free. Have your mobile device handy as you log into this Zoom class from your desktop or laptop.

Keyword: Photography

Feb. 9-23	Th	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0080-TCSCA	

### Digitizing Memories

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



Keyword: Memories

Jan. 26-Feb. 2	Th	6:30-8 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSCA	

For more information, contact us at 800-828-0072 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

### Shutterfly

Are you interested in learning the basics of Shutterfly? We will take a tour of the Shutterfly site, unlock some of the best features and open a whole new world of possibilities for gift options, such as creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!



Keyword: Shutterfly

Feb. 21	T	6-7:30 p.m.	\$19
LIVE Online, Zoom		AREA-3105-TCSFA	

### Pictures Galore, Organizing & More!

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



Keyword: Pictures

Dec. 14	W	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-0289-TCFCA	
Feb. 22	W	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-0289-TCSCA	

### All Things Apple™

Do you have a Mac computer, iPad, iPhone, Apple™ Watch or even a Home Pod? From editing photos to word processing to spreadsheets to turning on and off the lights in your home, these high-tech devices can be easy to use and fun. We will touch on some of the more useful features of Apple™'s amazing products, as well as demonstrate some practical features and apps to help make your life a bit easier.



Keyword: Apple

Jan. 18-Feb. 1	W	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0663-TCSCA	



We offer a wide range of highly interactive non-credit courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. All courses are 6 weeks long unless specified. Our online courses are affordable, fun, fast, convenient, and geared just for you. Ready to explore our catalog?

[ed2go.com/scne](http://ed2go.com/scne)

## BROWSE COURSES IN

Accounting and Finance

Language and Arts

Business

Law and Legal

College Readiness

Personal Development

Computer Applications

Teaching and Education

Design and Composition

Technology

Health Care and Medical

Writing and Publishing

# Traffic Safety & Licensing

Winter 2023

## Driver Education

Instruction consists of online lecture and behind-the-wheel training (lab) that meets separately.

Participation in an orientation is required before each class. A Zoom link will be sent to the student's email one week prior to the orientation.

### Required Orientations via Zoom:

☞ Thurs., Dec. 15      ❖ Thurs., Feb. 9      ▶ Thurs., March 2

Student must have a school or learner's permit and complete both the online lecture and driving to be eligible for documentation for the Provisional Operator's Permit and/or insurance requirements.

(2.6 CEUs) For a detailed brochure, complete with Driver Education & Safety classes for 2022, contact us at [continuinged@southeast.edu](mailto:continuinged@southeast.edu), 402-437-2700 or 800-828-0072. NOTE: Attendance is critical to the student's success. Each class and lab must be attended as scheduled. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com). *Driver Education course requires a minimum of one-week advance notice to receive a full refund or to transfer.*

Keyword: Driver 

### Lincoln SCC

(All lectures have an online option.)

Jan. 10-Feb. 18 Lincoln, LNK, U-107	T, Th	6:30-8:30 p.m. TRAN-3398-LNSA	☞	\$369
Feb. 20-April 1 Lincoln, LNK, U-108	M, W	6:30-8:30 p.m. TRAN-3398-LNSE	❖	\$369
March 13-18 Lincoln, LNK	Online Lecture Only	TRAN-3398-LNSJ	▶	\$369

### Lincoln East High School

(All lectures have an online option.)

Jan. 10-Feb. 18 Lincoln, EHS, 121	T, Th	3:30-5:30 p.m. TRAN-3398-OCSC	☞	\$369
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### Lincoln High School

(All lectures have an online option.)

Feb. 20-April 1 Lincoln, LHS, 109	M, W	3:30-5:30 p.m. TRAN-3398-OCSG	❖	\$369
March 13-18 Lincoln, LHS	Online Lecture Only	TRAN-3398-OCSL	▶	\$369

### Lincoln North Star High School

(All lectures have an online option.)

Jan. 10-Feb. 18 Lincoln, LNS, A118A	T, Th	3:30-5:30 p.m. TRAN-3398-OCSJ	☞	\$369
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### Lincoln Northeast High School

(All lectures have an online option.)

Feb. 20-April 1 Lincoln, LNE, 043	M, W	3:30-5:30 p.m. TRAN-3398-OCSI	❖	\$369
March 13-18 Lincoln, LNE, 043	Online Lecture Only	TRAN-3398-OCSM	▶	\$369

### Lincoln Southeast High School

(All lectures have an online option.)

Feb. 20-April 1 Lincoln, LSE, G103	M, W	3:30-5:30 p.m. TRAN-3398-OCSH	❖	\$369
March 13-18 Lincoln, LSE	Online Lecture Only	TRAN-3398-OCSM	▶	\$369

### Lincoln Southwest High School

(All lectures have an online option.)

Jan. 10-Feb. 18 Lincoln, LSW, A103	T, Th	3:30-5:30 p.m. TRAN-3398-OCSB	☞	\$369
Feb. 20-April 1 Lincoln, LSW, A103	M, W	3:30-5:30 p.m. TRAN-3398-OCSF	❖	\$369
March 13-18 Lincoln, LSW	Online Lecture Only	TRAN-3398-OCSK	▶	\$369

### Lincoln Drive Lab Schedule

Drive lab meets two hours once a week for six weeks, Monday through Friday, with a starting time of 3:30 p.m. or 5:45 p.m., or Saturday starting at 8 a.m., 10:15 a.m., 1 p.m., or 3:15 p.m. The student could possibly attend the first drive lab before the first lecture meets. The drive lab continues one week past the completion of lecture. (Times are subject to change.)

## Four-Hour STOP Class

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

Contact us at [STOP@southeast.edu](mailto:STOP@southeast.edu) for scheduling details and cost.

## Driver Education Instructor Training

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

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

Required books are available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com).

Keyword: Instructor 

Jan. 30-March 11 Lincoln, LNK, Arranged	Online TRAN-3393-HBSA	\$499
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## MOTORCYCLE SAFETY

### Motorcycle Safety: Beginning Riders Course

Prerequisites: You must be at least 16 and able to balance and ride a bicycle. If you are ages 16 or 17, a waiver must be signed by a parent or guardian. Failure to provide will disqualify participation in class, and a refund will not be available.

This 18-hour course is intended for beginning riders 16 years and older and is designed to teach safe motorcycle operation.

(1.8 CEUs) Approximately three weeks before the start date of the course, an email and letter will be sent with instructions on how to access the eCourse. The eCourse is to be successfully completed one week prior to the start of the Friday evening classroom session. You must successfully complete the online eCourse and the written and driving exams to receive documentation for the motorcycle endorsement. You will provide your own protective riding apparel, including Nebraska Department of Transportation-approved helmet and eye protection, over-the-ankle footwear, long-sleeve shirt or jacket, long non-flare denim pants or equivalent, and full-fingered gloves, preferably leather. *Motorcycle Safety course requires a minimum of one-week advance notice to receive a full refund or to transfer.*

✎ Class is held on Friday from 6-8:30 p.m., Saturday from 8 a.m.-4:30 p.m. and Sunday from 8 a.m.-1 p.m.

Keyword: Motorcycle

April 14-16 Lincoln, LNK, S-1	F, S, U	See Desc.	\$279 TRAN-3378-HBSLA	✎
April 21-23 Lincoln, LNK, S-1	F, S, U	See Desc.	\$279 TRAN-3378-HBSLB	✎
April 28-30 Lincoln, LNK, S-1	F, S, U	See Desc.	\$279 TRAN-3378-HBSLC	✎

For more information, contact us at 800-828-0072 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

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





# REGISTER ONLINE

You must have an email account to register online.

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

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

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. **Print** this page for your records.

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

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

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

## OR REGISTER BY MAIL, FAX OR IN PERSON



### Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

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

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American		

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### SIGNATURE

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver	( )
<b>TOTAL DUE</b>	

FOR OFFICE USE ONLY	
ID#	_____
DE	_____

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [southeast.edu/diversity](http://southeast.edu/diversity) \* The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.