



southeast community college

continuing education

WORKFORCE SOLUTIONS

Career Pathways | Corporate Training | Skill Development

Class Schedule January-June 2023



Business Leadership
Computers & Technology

Health Care
Trades & Industrial Technology

Business Development
Professional Development
Online Learning

southeast.edu/continuing

Business Leadership

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Email continuing@seu.edu or call 402-437-2700 or 800-828-0072.

COVID-19 UPDATE

As Southeast Community College transitions back to a more traditional campus experience, the College has developed protocols for the entire campus community that follow CDC guidelines.

Face coverings will not be required in SCC facilities for any student, employee or community member who is fully vaccinated for the COVID-19 virus. Anyone not fully vaccinated is encouraged to continue to wear a face covering in SCC facilities. Fully vaccinated individuals can continue to wear a face covering if preferred.

If you are not vaccinated, SCC encourages you to get vaccinated.

If you are vaccinated, SCC encourages you to get your booster.

For the complete list, visit southeast.edu/covid-19

Business Leadership

EVOLVE → ENGAGE → EMPOWER

Leadership is a covenant between those who seek to lead and those who choose to follow that allows both to achieve goals neither could realize on their own. For leaders to earn the trust and respect of followers that's needed to create and maintain this covenant, leaders must develop into the most competent, honest, caring, and dependable versions of them, i.e., they must "evolve."

Leaders need followers. Once a leader has the capacity to earn and keep the trust and respect of followers by evolving over time into the "best" versions of themselves, leaders need to gain and keep the willing cooperation of followers to achieve a mutually-beneficial goal. This is accomplished by involving followers in efforts that lead to desirable outcomes.

Ultimately, leaders are only as effective as their followers. Consequently, leaders invest heavily in helping followers maximize their strengths and managing their weaknesses.

NEW! Developing a Project Management Mindset (EVOLVE)

Revolutionize how you successfully get things done!

Targeted Skills

- Understand project components and constraints.
- How to plan for success and failure.
- How to break it down to build it up.
- Identify stakeholders.
- How to communicate.
- How to avoid scope creep.
- Know where you are going.

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

Keyword: Project

March 16 Th 8:30 a.m.-3:30 p.m. \$229
 Lincoln, CEC, 304 Slight
 Registration Deadline: March 9
 BSAD-3022-CESA

Developing Successful Employees (EMPOWER)

Effectively manage employee performance by learning techniques that will allow you to set realistic expectations for your team member's performance, behavior, and attendance.

Potential ROI from this program:

- Higher employee engagement.
- Augmented employee performance.
- Greater employee accountability.
- Better morale.
- Lower turnover.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Development

March 15 W 9 a.m.-4 p.m. Skilz Group \$229
 LIVE Online, Zoom BSAD-6228-TCSCA
 Lincoln, CEC, 304 BSAD-6228-CESA
 Registration Deadline: March 8

Managing & Resolving Workplace Conflict (EMPOWER)

According to Gallup, 32 cents of every payroll dollar is wasted on unproductive conflict. This program will teach you how to resolve conflict in ways that get results and enhance working relationships.

Potential ROI from this program:

- Higher productivity.
- Greater innovation.
- Enhanced customer service.
- Better teamwork.
- Higher morale.
- Deeper employee engagement.
- Higher retention.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Conflict

May 25 Th 9 a.m.-4 p.m. Skilz Group \$229
 LIVE Online, Zoom BSAD-6230-TCUCA
 Lincoln, CEC, 302 BSAD-6230-CEUA
 Registration Deadline: May 18



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

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

NEW! Business Across Borders
“Building Bridges Over the Cultural Divide” (ENGAGE)

Exploring similarities and differences in corporate cultures around the world.

Potential ROI from this program:

- Higher conversion rates of potential customers = Loss of fewer contracts to competitors.
- More effective and profitable customer relationships (new and existing).
- Move from transactional to relationship selling.
- Higher ROI on marketing costs.
- More confident negotiators and sales people.
- Hit targets for sales and new/retained clients.
- Positive cashflow and higher profits.
- More success with overseas strategic plans/project management.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Bridges

May 11	Th	8:30 a.m.-3:30 p.m.	\$229
Lincoln, CEC, 302		Cooper	
Registration Deadline: May 4		BSAD-3045-CESA	

NEW! How to Use Personality to Help You & Your Employees Excel (EVOLVE)



Utilize the Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator and maximize the strengths and success of you and your team.

Potential ROI from this program:

- Improvement to participants' and their subordinates' performance, behavior, and attendance.
- Improvements in employee engagement scores and retention.
- Enhanced advancement prospects for participants as their improved ability to develop successful, engaged employees.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Personality

April 12	W	9 a.m.-4 p.m.	\$229
LIVE Online, Zoom		BSAD-6232-TCSCA	
Lincoln, CEC, 302		BSAD-6232-CESA	
Registration Deadline: April 5			

Personal Effectiveness for Leaders (EVOLVE)

This leadership course is designed to help you optimize your personal effectiveness.

We'll help you:

- Lead by example.
- Develop Emotional Intelligence (EQ).
- Adopt a “Growth Mindset”™.
- Craft a personal mission statement.
- Set personal and professional goals.
- Make the most of your time.
- Make stress work for you rather than against you.

Potential ROI from this program:

- Improvements in performance, behavior and attendance.
- Improvement in employee engagement scores and retention.
- Improvement in ability to get jobs done well.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Personal

Jan. 12	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302		Skilz Group	
Registration Deadline: Jan. 5		BSAD-6226-CESA	

Special Topics in Management Series

This series offers you the chance to closely examine some of the biggest challenges confronting today's managers and HR professionals in a convenient, online format.

NEW! The Challenge of Employee Retention (ENGAGE)



The Great Resignation is the number of employees voluntarily leaving their jobs since late 2020 as a result of the pandemic. This half-day webinar will examine what's driving the Great Resignation and what managers and HR professionals can do to prevent it from undermining their organization's long-term success.

You will earn 0.3 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Employee

April 13	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom		Skilz Group	
Registration Deadline: April 6		BSAD-6233-TCSCA	

NEW! Project Leader: Servant Leader (EVOLVE)



As a project leader, have you noticed the team you're leading is no longer behind you? Together we'll consider the skills of a leader who can try to do the impossible.

You will earn 0.3 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Leader

June 15	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom		Slaight	
Registration Deadline: June 8		BSAD-6234-TCUCA	

Effective Leadership Communication (ENGAGE)

Help guarantee your long-term success and that of your company by learning how to:

- Recognize the 21 barriers to successful communication.
- Apply a practical model of effective communication.
- Leverage “positive language” to enlighten, engage and influence anyone.
- Pull it all together to create rapport and credibility.

Potential ROI from this program:

- Higher employee engagement.
- Augmented employee performance.
- Greater employee accountability.
- Better morale.
- Lower turnover.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Effective

Feb. 23	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302		SKILZ Group	
Registration Deadline: Feb. 16		BSAD-6227-CESA	

Building High Performance Teams (EMPOWER)

Your success as an organization can depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

Potential ROI from this program:

- Noticeable improvements in individual employee and team performance.
- Noticeable improvements in measures of employee engagement.
- Increase job satisfaction and strengthen employees' desire to remain with the organization.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Team

April 27	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302		Skilz Group	
Registration Deadline: April 20		BSAD-6229-CESA	

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Managing Change (EMPOWER)



Joins us and learn why 70% of change initiatives fail to achieve their goals and how you can be a part of the 30% that succeed.

Potential ROI from this program:

- Improvement in the ability of participants' organizations to compete because of their enhanced capacity to implement needed changes to business strategies and work processes.
- Implementation of needed changes to organizational goals, strategies, and work processes.
- Improvements in employee engagement scores and retention as workers come to see as change as career enhancing.
- Advancement prospects for participants as their improved ability to drive meaningful change.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Change

June 29 Th 9 a.m.-4 p.m. Skilz Group \$229
LIVE Online, Zoom BSAD-6231-TCUCA
Lincoln, CEC, 302 BSAD-6231-CEUA
Registration Deadline: June 22



Blended Six Sigma Green Belt Certification

Help your organization reduce or eliminate waste, lower product and process defects, and improve customer satisfaction with a certification in Six Sigma Green Belt. Learn the problem-solving framework for improving processes: Define, Measure, Analyze, Improve, and Control (DMAIC) and how to streamline production and services from end to end.

Targeted Learning

- Focus your organization's improvement efforts using process mapping
- Charter and lead a "Six Sigma improvement" project team
- Learn how to analyze and solve problems
- Improve your team facilitation skills

Potential ROI

- Measurable improvements in efficiency, profitability and/or customer service in real time

You will earn 4.9 CEUs and a Certificate of Completion in Process Improvement for successfully completing this course. Certification requires the completion of a project within 12 months following the course end. **Gap Assistance (financial) is available to those who qualify.** For more information, visit southeast.edu/gap.

Class is held Feb. 14, 16, March 14, 15, 16, April 11, and 13, 2023.

Keyword: Sigma

See Desc. T, W, Th 8:30 a.m.-4:30 p.m. \$2,200
Lincoln, CEC, 302 Gengenbach ● ☸
Registration Deadline: Feb. 7
BSAD-7703-CESA



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

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.

Thursdays, March 9-May 25

Noon-1 p.m. \$459

LIVE Online, Zoom Madsen

Registration Deadline: March 2

BSAD-6307-TCSCA



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

Business & Industry

- ☸ **Nebraska Worker Training Grant**
doL.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram

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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 completing this course.

Keyword: Resource

Thursdays, March 23-May 11 *

1-4 p.m.
 \$2,950
 Lincoln, CEC, 213. BSAD-3044-CESA
 LIVE Online, Zoom . . . BSAD-3044-TCSCA
 Yankech
 Registration Deadline: March 16
 * No class April 6

OR

Saturdays, March 25-May 13 **

9 a.m.-Noon
 \$2,950
 Lincoln, CEC, 213. BSAD-3044-CESB
 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.

WHO CAN BENEFIT

Individuals

- Wanting HR knowledge to support and further enhance their current position
- Currently in the workplace seeking to reskill or upskill to create a pathway for a new career opportunity
- Not currently in the workplace and who are seeking a pathway for career success

Employers

- Seeking to upskill current or incoming employees to fill needed positions within their HR team
- Desiring flexible staffing

Small Business/Start Up Entities

- Needing knowledgeable HR presence/department
- Wanting an agile workforce

See Course Outline

FINANCIAL RESOURCES

Individuals

- **Gap Assistance**
southeast.edu/gap
gap@southeast.edu or 402-323-3394
- ◆ **American Job Center**
ajc.lincoln.ne.gov or 402-441-1640

Business & Industry

- ⌘ **Nebraska Worker Training Grant**
dol.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram
- ▶▶ **American Job Center**
ajc.lincoln.ne.gov or 402-441-1640

Instructor

JAMES A. YANKECH, PhD, SPHR, has worked in the human resource field for more than 25 years, serving in employee assistance, employee relations and director roles. He is certified as a Senior Professional in Human Resources (SPHR) through the Human Resource Certification Institute (HRCI). In addition to his partnership with Southeast Community College, he teaches human resource management, leadership and organizational behavior courses for the University of Nebraska-Lincoln, Nebraska Wesleyan University and Rice University, and offers consultation services.

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Computer & Technology



INTRODUCTORY CLASSES

One-on-One Computer Training: 3 Hours

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

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

		Keyword: Computer
Falls City Area	\$99	AREA-0927-FCSA
Nebraska City Area	\$99	AREA-0927-NCSA
Plattsmouth Area	\$99	AREA-0927-PLSA
Wahoo Area	\$99	AREA-0927-WHSA
York Area	\$99	AREA-0927-YKSA

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 the section via Zoom.

		Keyword: Computer
Jan. 24	T 5:30-8 p.m.	Steinhauser \$29
	LIVE Online, Zoom	AREA-0928-TCSFA
	Falls City, FCLC, 102	AREA-0928-FCSA
	Hebron, HNLC, 101	AREA-0928-HNSA
	Class is live-streamed from Falls City.	

NEW! Practical Computer Basics

Begin with the Start menu, then learn about your desktop files and folders. Practice sending, receiving, deleting, and saving emails. It really gets fun when you gain tips on surfing the internet and working with photos, videos and music!

		Keyword: Computer
Feb. 15	W 1-4 p.m.	\$39
	NE City, NCLC, 104	Warga
	AREA-0922-NCSA	
March 20	M 9:30 a.m.-12:30 p.m.	\$39
	Plattsmouth, PLLC, 102	Warga
	AREA-0922-PLSA	

Basic Computer

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

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

		Keyword: Computer
Feb. 7-21	T, Th 1:30-4:30 p.m.	\$175
	Lincoln, CEC, 407	J. Olson
	OFFT-3502-CESA	
March 4-April 1	S 8:15-11:15 a.m.	\$175
	Lincoln, CEC, 402	J. Olson
	OFFT-3502-CESB	

Intermediate Computer

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

		Keyword: Computer
March 7-21	T, Th 1:30-4:30 p.m.	\$175
	Lincoln, CEC, 407	J. Olson
	OFFT-6424-CESA	

Virtual Reality 101: Emerging Technologies

VR, AR, MR, 360 Photo/Video, Metaverse—ever wonder what it all means? We'll examine some of the key features and benefits of these emerging technologies, as well as the practical uses. We'll cover some of the best games and other platforms that this technology currently exists on.

		Keyword: Virtual
Feb. 11	S 1-4 p.m.	\$49
	NE City, NCLC, 103	McKinney
	AREA-1407-NCSA	

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

		Keyword: Computer
Feb. 11	S 9:30 a.m.-Noon	\$39
	NE City, NCLC, 103	McKinney
	AREA-0888-NCSA	

CLASSES FOR SENIORS

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

Introduction to Personal Computers for the Senior Citizen I

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

		Keyword: Computer
Jan. 10-31	T, Th 1:30-4:30 p.m.	\$175
	Lincoln, CEC, 407	J. Olson
	OFFT-3503-CESA	
April 4-25	T, Th 1:30-4:30 p.m.	\$175
	Lincoln, CEC, 407	J. Olson
	OFFT-3503-CESB	

Introduction to Personal Computers for the Senior Citizen II

Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience We will expand on the topics of safely navigating the internet, find helpful information/locations on the web and save/download items to your hard drive. We will organize email and gain confidence with attachments, explore the help categories on your hard drive, protect and save your information to various removable storage devices, customize your desktop, start menu and taskbar to make your computer quick and easy to use.

		Keyword: Computer
May 2-23	T, Th 1:30-4:30 p.m.	\$175
	Lincoln, CEC, 407	J. Olson
	OFFT-3504-CESA	

Customized Training for Business & Organizations

SCC provides customized training to meet the specific learning and development needs of your business.

Real Solutions. Ready When You Are.

Contact us at continuing@southeast.edu

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MACINTOSH CLASSES

MAC Training Opportunities

Want to learn MAC for your workplace or home? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln.

Contact Workforce Solutions at 402-437-2700 or continuing@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.)

Already know the basics of Mac OS but need help on the basics? Learn how to manage files and folders, customize your preferences, connect accessories, troubleshooting, and more. We will customize the topics to your needs.

Keyword: Mac

March 13-15 M, W 6-9 p.m. \$149
Lincoln, CEC, 404 Kuncce GDMA-3575-CESA

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
LLX-0663-TCSA



iTunes: Work It, Play It, Manage It

Rent or buy movies and download your favorite TV shows. iTunes is home to Apple™ music, where you can listen to millions of songs. You also can subscribe to podcasts, manage libraries, use iCloud to store your music, create playlists, and download CDs.

You should have basic computer experience but are not required to bring CDs or devices like iPod or MP3 player to class.

Keyword: iTunes

Jan. 14 S 1-4 p.m. \$49
NE City, NCLC, 103 McKinney
AREA-0904-NCSA

INTERNET

Cyber Security: Staying Safe Online

Are you worried about hackers getting your personal information? This class will inform you where these threats are most likely to happen. Learn where you are most vulnerable and some steps you can take to keep you safe.

Keyword: Cyber

Jan. 23 M 6:30-8:30 p.m. \$19
York, YKLC, TBA AREA-0887-YKSA

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



Just Google It!

You can use the Internet to find many things: What kind of bird is in my backyard? How do I change the font size on my phone? We live in the Information Age, but it requires some skill to access the specific information you need. You will practice different methods in finding the answers to your questions on the internet.

Keyword: Google

Jan. 14 S 9:30 a.m.-Noon \$39
NE City, NCLC, 103 McKinney
AREA-0896-NCSA

Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see 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!

Keyword: Zoom

March 1-8 W 6-7:30 p.m. \$49 NE City, NCLC, 104 Meyer AREA-0934-NCSA

OneDrive for Business

Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Covering both the desktop client app and the browser version, this course shows how to upload, share, copy, delete, and download files and folders, integrate with Office 365 Online and working on files simultaneously with coworkers.

Keyword: Business

Jan. 18 W 6-9 p.m. \$49 NE City, NCLC, 106 McKinney OFFT-7327-NCSA

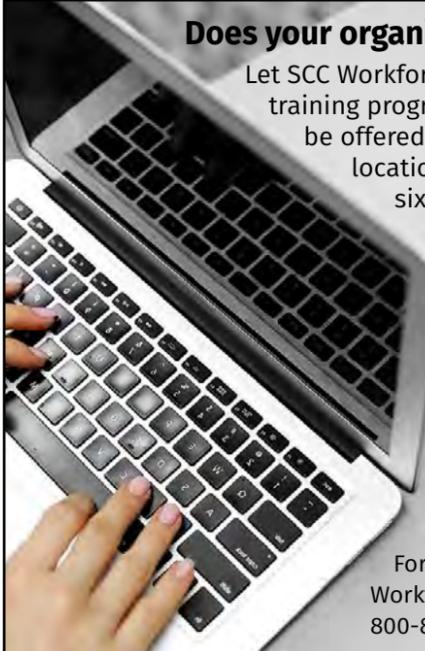
Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalize training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor.

Keyword: Marketing

York Area \$99 BSAD-7293-YKSA



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.

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.

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



Looking for an easy way to get the word out about your business organization? 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! Join us during your lunch!

Keyword: Canva

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

iTunes: Work It, Play It, Manage It

Rent or buy movies and download your favorite TV shows. iTunes is home to Apple™ music, where you can listen to millions of songs. You also can subscribe to podcasts, manage libraries, use iCloud to store your music, create playlists, and download CDs.

You should have basic computer experience but are not required to bring CDs or devices like iPod or MP3 player to class.

Keyword: iTunes

Jan. 14 S 1-4 p.m. \$49
NE City, NCLC, 103 McKinney
AREA-0904-NCSA

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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 southeast.edu/coding-boot-camp.

Gap Assistance (financial) program is available to those who qualify. For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center.

Keyword: Bootcamp		
Feb. 28-June 27	T 7-8:30 p.m.	\$3,999 Promineo
LIVE Online, Zoom INFO-7750-TCSCA		
April 26-Aug. 23	W 7-8:30 p.m.	\$3,999 Promineo
LIVE Online, Zoom INFO-7750-TCSCB		
June 29-Oct. 26	Th 7-8:30 p.m.	\$3,999 Promineo
LIVE Online, Zoom INFO-7750-TCUCA		

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 southeast.edu/coding-boot-camp.

Gap Assistance (financial) program is available to those who qualify. For more information, visit southeast.edu/gap.

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

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 southeast.edu/coding-boot-camp.

Gap Assistance (financial) program is available to those who qualify. For more information, visit southeast.edu/gap.

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

Intro to Programming & Technical Literacy

This course is an introduction to code. How it works, how it runs, and how it is used with the technology we use every day. Tackle the initial learning curve of coding with an intro to the basics of modern programming languages and how they work and the basics of how computer hardware works and executes your code. Explored primarily using the common web suite (JavaScript with HTML and CSS), but extending to other environments with macros (Office VBA), shell scripts (Windows command line), database queries (SQL), interconnectedness using APIs, and more.

Keyword: Programming		
Jan. 18-Feb. 22	W 6-7:30 p.m.	\$175 Dosskey
Lincoln, CEC, 402 INFO-3867-CESA		

Intro to Python

Learners with no prior experience in coding will learn the introductory concepts of Python by creating a series of programs. You will follow guided steps to construct the fundamental coding elements of variables, conditionals, loops, and functions. You will identify proper syntax, learn to document program flow using flowcharts and pseudocode, and will use basic debugging techniques. At the conclusion of the course, you will use what you have practiced in class to construct a short original program.

Keyword: Python		
Jan. 25-Feb. 8	W, F 10 a.m.-Noon	\$225 Goossen
Lincoln, CEC, 402 INFO-3942-CESA		
April 12-26	W, F 10 a.m.-Noon	\$225 Goossen
Lincoln, CEC, 402 INFO-3942-CESB		

Intro to Computer Science

Learners will explore fundamental computer science principles with a combination of discussions and hands-on computer science activities. You will develop computer literacy and practice consumer computing skills. Subject matter will cover the basics of five general topics: hardware computing systems, files and digital information, software and computer logic, networking and the internet, and digital citizenship.

Keyword: Computer		
March 8-22	W, F 10 a.m.-Noon	\$225 Goossen
Lincoln, CEC, 402 INFO-3943-CESA		

Intro to Web Development

Learners with little or no prior experience in web design will explore how HTML, CSS and JavaScript are used in the construction of a website. You will create a simple, five-page website using standard tags and attributes, internal and inline styling and simple element placement techniques to explore the way HTML can be used to display information in a browser.

Keyword: Web		
Feb. 18	S 10 a.m.-3:30 p.m.	\$125 Goossen
Lincoln, CEC, 402 INFO-3944-CESA		
May 6	S 10 a.m.-3:30 p.m.	\$125 Goossen
Lincoln, CEC, 402 INFO-3944-CESB		

ADOBE SOFTWARE

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.

Keyword: Adobe		
Feb. 10	F 8:30 a.m.-4:30 p.m.	\$159 Massey
Lincoln, CEC, 402 GDMA-7034-CESA		
May 19	F 8:30 a.m.-4:30 p.m.	\$159 Massey
Lincoln, CEC, 402 GDMA-7034-CESB		

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.

Keyword: InDesign		
Jan. 28	S 8:30 a.m.-4:30 p.m.	\$159 Beck
Lincoln, CEC, 402 GDMA-3697-CESA		
May 13	S 8:30 a.m.-4:30 p.m.	\$159 Beck
Lincoln, CEC, 402 GDMA-3697-CESB		

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 continuing@southeast.edu.

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Introduction to Illustrator CC

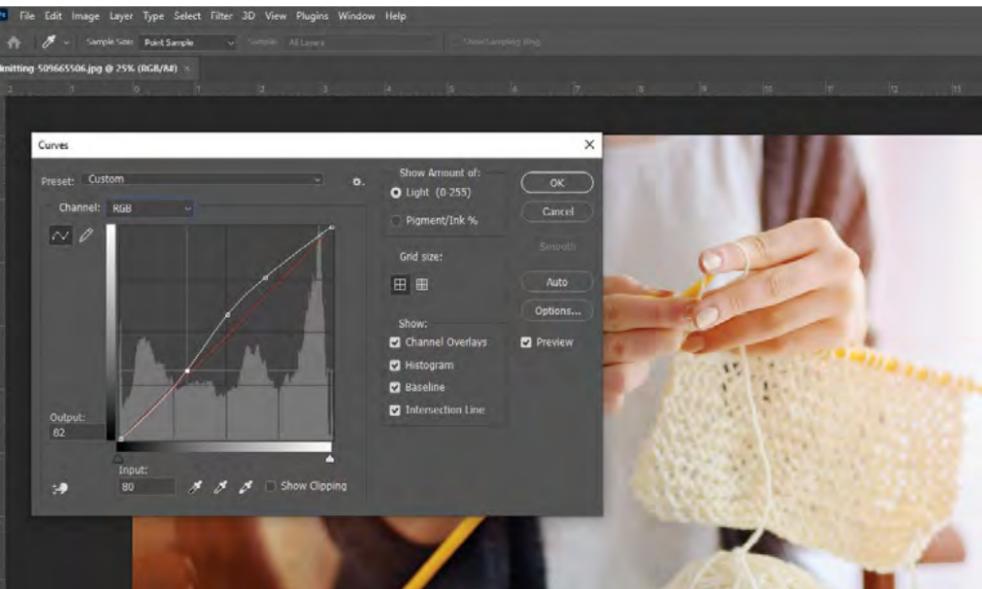
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience and knowledge of Adobe CC software

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.

Keyword: Illustrator

March 7-9	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Johnson	GDMA-6975-CESA
April 22	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	GDMA-6975-CESB



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. Lunch is on your own for full day class.

Keyword: Photoshop

Jan. 21	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-3620-CESA
Feb. 21-23	T, Th	9 a.m.-12:30 p.m.	\$159	Lincoln, CEC, 402	Kunce	GDMA-3620-CESB
April 15	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-3620-CESC

Introduction to Adobe Lightroom

Prerequisite: Introduction to Photoshop CC (GDMA-3620) or equivalent experience

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. Adobe Lightroom will help you take your photography to the next level.

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

Keyword: Adobe

Feb. 25	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-7703-CESA
May 20	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-7703-CESB

Adobe Creative Cloud: Introduction to Premiere Pro

Prerequisite: Experience navigating in Mac or PC environment

This class introduces the fundamentals of Adobe Premier 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.

Keyword: Adobe

June 3	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-3653-CEUA
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Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalize training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor.

Keyword: Marketing

York Area	\$99	BSAD-7293-YKSA
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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
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MICROSOFT OFFICE SOFTWARE

SCC offers a series of concentrated computer software training classes.

Excel: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to spreadsheet terminology and Excel's Windows components, discover how to use the help system and navigate worksheets and workbooks and how to enter and edit text, values, formulas, pictures, and to save workbooks in various formats. You will move and copy simple functions, basic formatting techniques and printing. Finally, you will create and modify charts, and learn how to manage large workbooks.

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

Keyword: Excel

March 14-16	T, Th	6-9:30 p.m.	\$159	NE City, NCLC, 104	Deremer	OFFT-7166-NCSA
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NEW! Excel 2021: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
After an introduction to spreadsheet terminology and Excel's window components, you will learn how to use the Help system and navigate worksheets and workbooks. Then you will enter and edit text, values, formulas, and pictures, and save workbooks in various formats. You also will 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, you will create and modify charts, and learn how to manage large workbooks.

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

Keyword: Excel

Feb. 17	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Maltas	OFFT-7700-CESA
April 7	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Maltas	OFFT-7700-CESB

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NEW! Excel 2021: Intermediate

Prerequisite: Excel Basic or equivalent experience

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2021, 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.

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

Keyword: Excel

Feb. 22	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7701-CESA
April 28	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7701-CESB



NEW! Excel 2021: Advanced

Prerequisite: Excel Intermediate or equivalent experience

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2021 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 sccbookstore.com. Lunch is on your own.

Keyword: Excel

March 15	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Maltas	OFFT-7702-CESA
May 26	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Maltas	OFFT-7702-CEUA

OneDrive for Business

Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Covering both the desktop client app and the browser version, this course shows how to upload, share, copy, delete, and download files and folders, integrate with Office 365 Online and working on files simultaneously with coworkers.

Keyword: Business

Jan. 18	W	6-9 p.m.	\$49	NE City, NCLC, 106	McKinney	OFFT-7327-NCSA
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Word: Basic

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

Discover the basic tools of word processing, including editing a document, formatting text and changing forms. Learn to cut and paste, spell check, and insert graphics and tables. Make a document interesting with a border, symbols or special characters.

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

Keyword: Excel

Jan. 24-26	T, Th	6-9:30 p.m.	\$159	NE City, NCLC, 104	Deremer	OFFT-7238-NCSA
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QUICKBOOKS SOFTWARE

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. You will 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.

Part 1 will get you started on QuickBooks Online. **Part 2** will bring it all together and help you fine tune QuickBooks online to your business needs.

This course does not configure or customize the software for your business or organization. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: QuickBooks

Part 1						
Jan. 19	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7287-CESA
March 23	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7287-CESB
May 11	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7287-CESC

Part 2						
Jan. 26	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7288-CESA
March 30	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7288-CESB
May 18	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7288-CESC

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.

Keyword: Accounting

Jan. 31	T	8:30 a.m.-12:30 p.m.		Johnson	\$79	
				Lincoln, CEC, 402		ACCT-3516-CESA
				NE City, NCLC, 103		ACCT-3516-NCSA
Class is live-streamed from Lincoln.						
April 11	T	8:30 a.m.-12:30 p.m.	\$79	Lincoln, CEC, 402	Johnson	ACCT-3516-CESB
June 6	T	8:30 a.m.-12:30 p.m.	\$79	Lincoln, CEC, 402	Johnson	ACCT-3516-CEUA

QuickBooks: 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 course does not configure or customize the software for your business.

Keyword: QuickBooks

Nebraska City

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

Feb. 7-9	T, Th	6-9:30 p.m.	\$159	NE City, NCLC, 104	Deremer	ACCT-7282-NCSA
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Lincoln, 2021 Version

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

Feb. 22	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7285-CESA
April 20	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7285-CESB
June 15	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7285-CEUA

QuickBooks 2021: Advanced

Prerequisite: QuickBooks Basic or equivalent experience

Expand your understanding of QuickBooks Pro by 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.

A portion of this course allows for discussion and or tailoring of software for your organization's needs. If personalized assistance is desired during the course, please bring your own documents and/or laptop. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: QuickBooks

March 1	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7286-CESA
April 27	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7286-CESB
June 22	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7286-CEUA

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Trades & Industrial Technology

ELECTRICAL MAINTENANCE & CODE

Journeyman Electrician Exam Prep

This class helps prepare apprentices for the electrician's exam by studying the National Electrical Code (NEC) book.

(3.0 CEUs) Required materials available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com. This course has been approved for 30 code hours by the Nebraska State Electrical Board. **Gap Assistance (financial) is available for those who qualify.** For more information, visit southeast.edu/gap.

Keyword: Electrical

Feb. 7-April 11	T	6:30-9:30 p.m.	\$199	Lincoln, LNK, V-13	Lamp
ELEC-6055-LNSA1					
April 18-June 27	T	6:30-9:30 p.m.	\$199	Lincoln, LNK, V-13	Lamp
No class May 30					
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 (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center. SCC staff tuition waiver doesn't apply.

Keyword: Electrical

Feb. 7-9	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Blaser	ELEC-6075-CESA
Feb. 15-17	W, Th, F	8 a.m.-5 p.m.	\$629	NE City, NCLC, 104	Aden	ELEC-6075-NCSA
May 16-18	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Blaser	ELEC-6075-CESB

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 (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center. SCC staff tuition waiver doesn't apply.

Keyword: Motor

Jan. 10-12	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Aden	ELEC-6076-CESB
March 7-9	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Blaser	ELEC-6076-CESA1
March 14-16	T, W, Th	8 a.m.-5 p.m.	\$629	NE City, NCLC, 104	Aden	ELEC-6076-NCSA
June 20-22	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Blaser	ELEC-6076-CEUA

Electrical Troubleshooting

Prerequisite: Electrical Fundamentals (ELEC-6075) and Motor Controls & Relay Logic (ELEC-6076) or equivalent

Use training equipment with industry-standard devices to improve electrical troubleshooting skills. Includes proven tips and techniques for experts and beginners.

(2.4 CEUs) **Gap Assistance (financial) is available for those who qualify.** For more information, visit southeast.edu/gap.

Keyword: Electrical

April 18-20	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Blaser	ELEC-6548-CESA
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Industrial Electro-Pneumatics

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

(3.2 CEUs) **Gap Assistance (financial) is available for those who qualify.** For more information, visit southeast.edu/gap.

Keyword: Pneumatics

April 24-27	M, T, W, Th	8 a.m.-5 p.m.	\$699	Lincoln, CEC, 415	Aden
ELEC-6871-CESA					

Industrial Instrumentation & 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 (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. SCC staff tuition waiver doesn't apply.

Keyword: Industrial

April 11-13	T, W, Th	8 a.m.-5 p.m.	\$629	Lincoln, CEC, 415	Aden
ELEC-6234-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. 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.

(1.6 CEUs) The class is approximately 50% hands-on utilizing actual industry devices. **Gap Assistance (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. SCC staff tuition waiver doesn't apply.

Keyword: Variable

March 21-22	T, W	8 a.m.-5 p.m.	\$459	Lincoln, CEC, 415	Aden
ELEC-6077-CESA					

Basic Rockwell RS500 PLC

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 (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. SCC staff tuition waiver doesn't apply.

Keyword: PLC

Feb. 21-23	T, W, Th	8 a.m.-5 p.m.	\$659	Lincoln, CEC, 415	Aden
ELEC-6078-CESA					

June 6-8	T, W, Th	8 a.m.-5 p.m.	\$659	Lincoln, CEC, 415	Aden
ELEC-6078-CEUA					

Basic Rockwell RS5000 PLC

Prerequisite: Basic Basic Rockwell RS500 PLC (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 (financial) is available for those who qualify.** For more information, visit southeast.edu/gap. SCC staff tuition waiver doesn't apply.

Keyword: PLC

March 28-30	T, W, Th	8 a.m.-5 p.m.	\$729	Lincoln, CEC, 415	Aden
ELEC-6080-CESA					

NEW! Advanced Rockwell RS5000 PLC

Recommended prerequisite: Basic Rockwell RS5000 PLC (ELEC-6080)

This is an extension of the Basic RS5000 class, the advanced class will help you understand how good PLC program flow and structure can be accomplished and data organization and manipulation techniques, and develop a program to select blocks of data from an HMI for use in recipes, etc. Topics include use of more involved instructions such as subroutines, shift registers, arrays, FIFO's, indirect addressing, and sequencers.

(2.4 CEUs)

Keyword: PLC

May 9-11	T, W, Th	8 a.m.-5 p.m.	\$729	Lincoln, CEC, 415	Aden
ELEC-6085-CESA					

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WELDING



Basic Welding

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

(2.4 CEUs) Students will need to provide safety glasses, leather gloves, arc-welding helmet, and pliers. They must pass the shop safety test and wear leather boots, cotton pants/jeans (no shorts) and long-sleeve cotton shirt to remain in this class. Supplies can be purchased from the SCC Welding Technology program. **Gap Assistance (financial) program is available to those who qualify.** For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center.

Keyword: Welding

Jan. 28-March 18 S 9 a.m.-Noon \$299
Lincoln, LNK, K-3 Yueill WELD-6185-LNSA

April 15-June 10 S 9 a.m.-Noon \$299
Lincoln, LNK, K-3 Yueill
No class May 27 WELD-6185-LNSB

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 (financial) program is available to those who qualify.** For more information, visit southeast.edu/gap. SCC staff tuition waiver doesn't apply.

Keyword: Welding

Feb. 17-April 7 F 8:30 a.m.-4:30 p.m. \$529
Falls City, FCLC, Ind. Lab Pagnano
Half hour lunch on your own
WELD-7729-FCSA

MANUFACTURING

Basic Precision Machining

This course uses a practical approach to basic machining, including proper speed, feed rates and machine setups of lathes, mills and grinders.

(2.4 CEUs) Participants must bring their own safety glasses, calculator and materials for taking notes. No shorts or opened-toed shoes allowed. No outside projects are used in class. In the course, each student will make the designated class project. To ensure student success and ability to observe safety protocol, ESL Level 8 or higher is recommended. If English is not your first language, please visit with the Precision Machining Automation program director. Improper operations of industrial duty equipment may result in personal injury, harm to others, or damage to machine components.

Gap Assistance (financial) program is available to those who qualify.

For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center.

Keyword: Precision

Feb. 8-April 5 W 6-9 p.m. \$169
Milford, ETC, 102A Krause
No class March 15 MACH-6142-MLSA

Feb. 20-April 10 M 5-8 p.m. \$169
Lincoln, TCA, 107 Dunkle
MACH-6142-LNSA



Advanced Precision Machining

Prerequisite: Students desiring to enroll must be currently enrolled in, or have graduated from the SCC Precision Machining and Automation program. All others must get permission from the PMA program director before enrolling.

This is a machine shop class designed to enhance individual skills. Students work on their own projects brought from home. Projects also can be supplied by the College to further help student development.

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

Keyword: Precision

Feb. 8-April 5 W 6-9 p.m. \$169
Milford, ETC, 102A Krause
No class March 15 MACH-6052-MLSA

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FORKLIFT

Forklift Operator

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

Textbook is included in course cost. NSC Certificate of Completion will be given following the examination and completion of the course. See page 41 for additional funding information from American Job Center.

Keyword: Forklift

Feb. 11	S	9 a.m.-3 p.m.	\$139	April 1	S	8:30 a.m.-1:30 p.m.	\$139
NE City, NCLC, 104		Breidenstine		Lincoln, LNK, M-8		Breidenstine	
TRAN-3928-NCSA				TRAN-3928-LNSB			
Feb. 18	S	8:30 a.m.-1:30 p.m.	\$139	May 13	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8		Breidenstine		Lincoln, LNK, M-8		Breidenstine	
TRAN-3928-LNSA				TRAN-3928-LNSC			
				June 24	S	8:30 a.m.-1:30 p.m.	\$139
				Lincoln, LNK, M-8		Breidenstine	
				TRAN-3928-LNUA			



WORKPLACE SAFETY



OSHA 10-Hour General Industry Training

This training is for general industry workers who need to know how to identify, abate, avoid, and prevent job-related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter, including an introduction to OSHA, fall protection, emergencies, electrical hazards, personal protective equipment and hazard communications.

(1.0 CEUs) Students who successfully complete the course will receive an OSHA certification card.

Keyword: OSHA

April 8-15	S	8 a.m.-2 p.m.	\$269
Lincoln, CEC, 214		Oswalt	SFTX-6768-CESA

FIBER OPTICS

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

This five-day bootcamp is designed for someone with little to no experience to participate and successfully learn the skills needed to work in the high-demand field of a fiber optics technician. Upon successful completion, you will earn three industry recognized certifications from the Fiber Optics Association (FOA) and the U.S. Department of Labor.

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 (financial) is available for those who qualify. For more information, visit southeast.edu/gap. See page 41 for additional funding information from American Job Center. SCC staff tuition waiver doesn't apply. Dropping this Boot Camp requires a minimum of eight days advance notice to receive a full refund.

Keyword: Fiber

April 10-14	M, T, W, Th, F	8 a.m.-6 p.m.	\$2,500	Lincoln, CEC, 405	Rauch	ELEC-6065-CESA
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AUTOMOTIVE



Troubleshooting Automotive Electrical Systems

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 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. Nebraska City Residents: Check out the Job Enhancement Scholarship information on page 39.

Keyword: Troubleshooting

Jan. 18-25	W	6-9 p.m.	\$89	NE City, NCLC, 104	Spicciati	AUTT-7300-NCSA
March 15-22	W	6-9 p.m.	\$89	Plattsmouth, TBA	Spicciati	AUTT-7300-PLSA

Automotive Restoration & Collision Repair

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

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

Keyword: Automotive

Jan. 11-Feb. 8	W	6:30-9:30 p.m.	\$139.99	Milford, ETC, 127	AUTB-3145-MLSA	Mabon
April 5-May 3	W	6:30-9:30 p.m.	\$139.99	Milford, ETC, 127	AUTB-3145-MLSB	Mabon

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Health Care

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 that the class meets the requirements from your employer, licensing agency, or school. Cost includes 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 the 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 that you can take in the comfort of your home. You will only need to meet in person once for the skills session after you have completed 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	W	7-7:45 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3506-HBSCA
Jan. 28	S	11:45 a.m.-12:30 p.m.	\$59	Plattsmouth, PLLC, 103	HLTH-3506-HBSPA
March 11	S	11:45 a.m.-12:30 p.m.	\$59	Falls City, FCLC, 109	HLTH-3506-HBSFA
March 15	W	7-7:45 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3506-HBSCB
March 18	S	11:45 a.m.-12:30 p.m.	\$59	Hebron, HNLC, 101	HLTH-3506-HBSHA
May 10	W	7-7:45 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3506-HBSCC

Heartsaver® First Aid

If you respond to first aid emergencies in the workplace, this class is perfect for you. Learn how to manage illness and injuries in the first few minutes until medical professionals arrive.

This class meets the First Aid requirements for day cares.

Keyword: Aid

Feb. 16	Th	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3505-CESA
April 19	W	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3505-CESB
June 21	W	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3505-CEUA

Heartsaver® CPR AED (Community)

Have you always wanted to know how to perform CPR and use an AED if needed in an emergency situation? Take this training and walk away with CPR and AED skills needed to assist adults, children and infants.

This class meets the CPR AED requirement for day cares.

Keyword: CPR

Feb. 8	W	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3500-CESA
April 12	W	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3500-CESB
June 13	T	6-9 p.m.	\$59	Lincoln, CEC, 109B	HLTH-3500-CEUA

Heartsaver® CPR AED Online + Skills Session (Community)

Offered now in a convenient online format, receive your professional CPR AED certification easily within your own time schedule and in the comfort of your home. You will only need to meet in person once for the skills session after you have completed 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: CPR			
Jan. 18	W	6-6:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3501-HBSCA	
Jan. 28	S	10:45-11:30 a.m.	\$59
Plattsmouth, PLLC, 103		HLTH-3501-HBSPA	
March 11	S	10:45-11:30 a.m.	\$59
Falls City, FCLC, 109		HLTH-3501-HBSFA	
March 15	W	6-6:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3501-HBSCB	
March 18	S	10:45-11:30 a.m.	\$59
Hebron, HNLC, 101		HLTH-3501-HBSHA	
May 10	W	6-6:45 p.m.	\$59
Lincoln, CEC, 109B		HLTH-3501-HBSCC	



CPR HeartCode® Basic Life Support (for Health Care Professionals)

Sign up for this CPR BLS training and learn all that you need to know in performing CPR and using an AED and responding to foreign-body airway obstruction.

(0.45 CEUs) Course cost does not include BLS Provider Manual. You may purchase the manual through the AHA website or the SCC Campus Store, 8800 O St., Lincoln, or at scbookstore.com. The book is NOT required.

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

Keyword: CPR			
Jan. 5	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESA	
Jan. 12	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESB	
Jan. 14	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESC	
Jan. 17	T	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESD	
Jan. 21	S	9 a.m.-1:30 p.m.	\$63
Hebron, HNLC, 101		HLTH-3251-HNSA	
Jan. 26	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESE	
Jan. 28	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESF	
Feb. 1	W	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESG	
Feb. 7	T	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESH	
Feb. 9	Th	5:30-10 p.m.	\$63
Falls City, FCLC, 109		HLTH-3251-FCSA	
Feb. 11	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESI	
Feb. 15	W	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESJ	
Feb. 22	W	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESK	
Feb. 25	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESL	
Feb. 25	S	9 a.m.-1:30 p.m.	\$63
NE City, NCLC, 104		Lottman HLTH-3251-NCSA	
March 8	W	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESM	
March 11	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESN	
March 16	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESO	
March 21	T	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESP	
March 25	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESQ	
March 30	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESR	
April 4	T	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESS	
April 6	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEST	
April 15	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESU	
April 17	M	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESV	
April 27	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESW	
April 29	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESX	
May 6	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESY	
May 9	T	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESZ	
May 13	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESAA	
May 16	T	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESBB	
May 18	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CESCC	
May 23	T	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUA	
May 25	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUB	
June 3	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUC	
June 6	T	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUD	
June 8	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUE	
June 14	W	8:30 a.m.-1 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUF	
June 17	S	9 a.m.-1:30 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUG	
June 22	Th	5:30-10 p.m.	\$63
Lincoln, CEC, 109B		HLTH-3251-CEUH	

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 more 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 have completed 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	T	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCA	
Jan. 21	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCB	
Jan. 24	T	1-2:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCC	
Jan. 28	S	9-10:30 a.m.	\$65.50
Plattsmouth, PLLC, 103		HLTH-3253-HBSPA	
Feb. 4	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCD	
Feb. 21	T	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCE	
March 1	W	1-2:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCF	
March 11	S	9-10:30 a.m.	\$65.50
Falls City, FCLC, 109		HLTH-3253-HBSFA	
March 14	T	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCG	
March 18	S	9-10:30 a.m.	\$65.50
Hebron, HNLC, 101		HLTH-3253-HBSHA	
April 1	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCH	
April 11	T	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCI	
May 4	Th	1-2:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCJ	
May 20	S	9-10:30 a.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBSCK	
June 1	Th	1-2:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBUCA	
June 20	T	6-7:30 p.m.	\$65.50
Lincoln, CEC, 109B		HLTH-3253-HBUCB	

Emergency Medical Services

IV Administration for the EMT

This course will equip EMTs to perform a thorough patient assessment, recognize a need for IV fluids and develop a treatment plan to successfully implement and administer appropriate IV therapies.

10 contact hours will be awarded. In order to receive contact hours, you must attend both days for the entire time. For more information, contact Roxann Buchholz at 402-323-3627 or rbuchholz@southeast.edu.

Keyword: EMT			
Jan. 20 &	F	6-9 p.m.	\$197
Jan. 21	S	9 a.m.-4:30 p.m.	
Lincoln, CEC, 109B		Fuehring	EMTL-3044-CESA

EMT Refresher

This EMT Refresher 20-hour course meets the National Registry and state requirements for renewal.

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

Online Skills Only

Once you have purchased and completed your AHA online course (CPR BLS for Healthcare Provider, AED or First Aid), schedule a skills session within 30 days to complete and receive your card.

The certificate must be current as of six months since the written portion was completed.

Keyword: Skills			
Jan. 10	T	6-7:30 p.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CESA	
Feb. 4	S	9-10:30 a.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CESB	
March 1	W	1-2:30 p.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CESC	
April 11	T	6-7:30 p.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CESD	
May 20	S	9-10:30 a.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CESE	
June 1	Th	1-2:30 p.m.	\$25
Lincoln, CEC, 109B		HLTH-3499-CEUA	

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Paramedic Refresher

Do you need continuing education for renewal? This course will give you all that you need. It meets the NCCR Course Requirements for NREMT Paramedic Renewal.

- Airway, Respiration & Ventilation (3.5 hours)
- Trauma (3 hours)
- Cardiovascular (8.5 hours)
- Medical (8.5 hours)
- Operations (6.5 hours)

This class is scheduled based on community needs. For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.

EMT Medical/Trauma Assessment Scenarios

Students will participate in hands-on assessment scenarios followed by a debriefing of the pathophysiology of the patient's condition.

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

EMT Training

Needing additional skills for EMT? These classes are for you. In this course, you'll learn aspirin administration, epinephrine auto-injector, non-visualized advanced airway management, continuous positive airway pressure, glucometer, intravenous fluid monitoring only, peripheral intravenous access and monitoring and albuterol nebulizer and epinephrine auto-injector administration.

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

EMS Instructor Course

This course focuses on the methodologies of preparation, presentation and evaluation in the classroom. Upon completion of this course the student will develop a topic for presentation using appropriate methods and tools.

To become a Nebraska licensed EMS Instructor, you are required to have a valid EMT license or higher for a minimum of three years. For more information, contact Jennifer Keitges at jkeitges@southeast.edu or 402-437-2706.



Breastfeeding Education for Providers

This interactive course provides a broad overview of the historical and cultural aspects of infant feeding, while reviewing best breastfeeding practices. Presented in a small group, live Zoom setting, the content focuses on breastfeeding from a psychosocial and a scientific perspective.

Ann Seacrest, RN, IBCLC, brings 35 years of experience as a clinical IBCLC, hospital-based postpartum and lactation nurse, certified ASPO childbirth educator, certified DONA doula and doula teacher, and co-founder and past Executive Director of MilkWorks.

(20.0 contact hours presented in five 3-hour live Zoom sessions; 15 live, in-person hours + 5 additional self-study hours.) You will need access to a computer with video and voice and be able to follow a PowerPoint presentation. A Zoom link will be emailed a week before class starts. Co-sponsored by SCC and Partnership for a Healthy Nebraska. Participants must attend 90% of the course, and your camera must be on to receive credit. This course is for CLCs, RNs and family support specialists (doulas, peer counselors, etc.).

Teacher: Ann Seacrest, RN, IBCLC, brings 35 years of experience as a clinical IBCLC, hospital-based postpartum and lactation nurse, certified ASPO childbirth educator, certified DONA doula and doula teacher, and co-founder and past Executive Director of MilkWorks.

CLCs & RNs

For contact hours to maintain your certificate or license.

March 15-April 12 W 9:30 a.m.-12:30 p.m. \$325
LIVE Online, Zoom Seacrest
HLTH-3265-TCSCA

Family Support Specialists (doulas, peer counselors, etc.)

For a certificate of attendance. Scholarships are available. Please contact annseacrest@ars-health.com for a scholarship application or additional information.

March 15-April 12 W 9:30 a.m.-12:30 p.m. \$95
LIVE Online, Zoom Seacrest
HLTH-3265-TCSCB

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-WBSCA \$30



Health Care Providers CEUs

Southeast Community College Continuing Education is approved as a 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 courses, please visit <http://bit.ly/cenursingprofessionals>. For questions, email continuinged@southeast.edu.

Trauma Nursing Core Course

Do you work in an emergency care setting? Is your main role dealing with the care of trauma patients? This is the course for you! The Trauma Nursing Core Course is developed by the Emergency Nurses Association and is designed for registered nurses who have at least six months of clinical nursing experience in an emergency care setting. This course consists of a combination of lecture and skills stations to increase knowledge, refine skills and build a firm foundation in trauma nursing.

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 an 18.3 contact hour certificate for course completion. The Emergency Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Registration deadline is March 21 or when enrollment limit is met. No refunds after March 21. The textbook or virtual book will be mailed or available online the week of March 21.

Keyword: Trauma

\$309

April 25 T 8 a.m.-5 p.m.
& April 26 W 8 a.m.-1 p.m.
Lincoln, CEC, 302 Dewitt

NURS-3247-CESA

Nebraska Sleep Conference

The 2022 Nebraska Sleep Conference will provide continuing education for Sleep Technologists and others interested in the diagnosis, management and treatment of sleep disorders.

Continuing education credits will be specifically approved for those needing to maintain the RPSGT credential, but also will be eligible for maintaining a Respiratory Therapy license in Nebraska.

Keyword: Sleep

Visit <http://bit.ly/cenursingprofessionals> for additional details.

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Professional Development

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>.

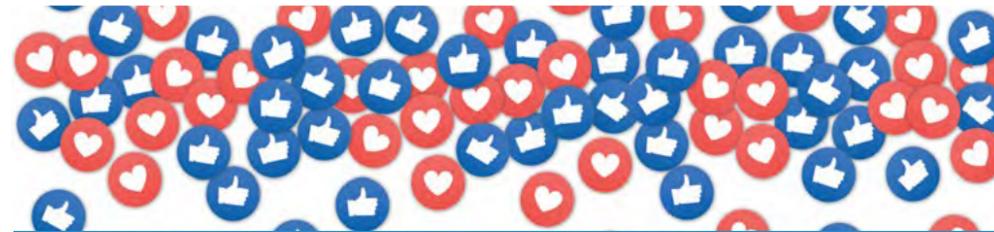
Keyword: Protection

Online Mulbach \$65 FSDT-3000-WBUA

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 for registration details. Cost \$99 per person.



Connect with Us!

f SCCNeb
 SCCLearningCenteratFallsCity
 SCCLearningCenteratHebron
 SCCLearningCenteratNebraskaCity
 SCCLearningCenteratPlattsmouth
 SCCLearningCenteratWahoo
 SCCLearningCenteratYork
 SCC.Eship

t SCCNeb
 SCC_Eship

Business Development



The Focus Suites is a professional and comfortable place to do business, for real. Business owners in the Focus Suites community are passionate about their work. Some are just starting their entrepreneurial journey while others have celebrated many milestones.

Services

- Focus Suites Memberships (With & Without Office Rental Space)
- Focus Coaching
- Perk Up Thursday Weekly Coffee & Networking

Focus Suites

Building a business requires drive and focus. In a culture that celebrates the process, business owners can avoid getting overwhelmed and face change alongside others who have similar challenges.

- Individual office suites with 24/7 access
- Supportive, collaborative community culture
- Flexible leases & affordable rental rates
- Free parking & high-speed internet
- Shared Collaboration Room

Focus Coaching

Focus Coaching is a customizable coaching experience designed to help entrepreneurs identify their strengths and vulnerabilities. Participants are introduced to tools for informed decision making. The first session is free so we can learn about your unique business situation, determine if Focus Coaching is a fit, or if there is another resource we can recommend.



Perk Up Thursday Weekly Coffee

Thursdays, 10 a.m.

Free coffee, donuts, and networking!

Each week we feature a spotlight speaker who shares real stories about their business experiences and entrepreneurial journey. These stories can include biggest business wins, a founder's most hair-raising risk, or what keeps them perked up and passionate about what they do!

For more information on the Focus Suites opportunities, visit southeast.edu/entrepreneurship or follow the Focus Suites on Facebook and Twitter.

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 southeast.edu/entrepreneurship or call 402-323-3629.

Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalized training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor.

Keyword: Marketing

York Area \$99 BSAD-7293-YKSA

OneDrive for Business

Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Covering both the desktop client app and the browser version, this course shows how to upload, share, copy, delete, and download files and folders, integrate with Office 365 Online and working on files simultaneously with coworkers.

Keyword: Business

Jan. 18 W 6-9 p.m. \$49
NE City, NCLC, 106 McKinney
OFFT-7327-NCSA

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.

Keyword: Accounting

Jan. 31 T 8:30 a.m.-12:30 p.m. Johnson \$79
Lincoln, CEC, 402 ACCT-3516-CESA
NE City, NCLC, 103 ACCT-3516-NCSA
Class is live-streamed from Lincoln.
April 11 T 8:30 a.m.-12:30 p.m. \$79
Lincoln, CEC, 402 Johnson
ACCT-3516-CESB
June 6 T 8:30 a.m.-12:30 p.m. \$79
Lincoln, CEC, 402 Johnson
ACCT-3516-CEUA

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

Jan. 12 Th 6-9 p.m. Mealey \$95
LIVE Online, Zoom BSAD-7295-TCSPA
NE City, NCLC, 103 BSAD-7295-NCSA
Class is live-streamed from Plattsmouth.

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

Jan. 26 Th 6-9 p.m. Mealey \$49
LIVE Online, Zoom BSAD-7292-TCSPA
NE City, NCLC, 104 BSAD-7292-NCSA
Class is live-streamed from Plattsmouth.



Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see 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!

Keyword: Zoom

March 1-8 W 6-7:30 p.m. \$49
NE City, NCLC, 104 Meyer
AREA-0934-NCSA



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. \$59 LIVE Online, Zoom Ord AREA-6835-TCSWA

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 up a business plan?

Keyword: Business

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

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: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business organization? 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

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

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Social Media for Business

Introduction to Marketing Skills

Learn how to expand your marketing efforts with one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalized training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor.

Keyword: Marketing

York Area \$99 BSAD-7293-YKSA

Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see 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!

Keyword: Zoom

March 1-8 W 6-7:30 p.m. \$49
NE City, NCLC, 104 Meyer
AREA-0934-NCSA



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



Looking for an easy way to get the word out about your business organization? 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 in 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

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. \$59
LIVE Online, Zoom Ord
AREA-6835-TCSWA

Accounting & Financials

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.

Keyword: Accounting

Jan. 31 T 8:30 a.m.-12:30 p.m. Johnson \$79
Lincoln, CEC, 402 ACCT-3516-CESA
NE City, NCLC, 103 ACCT-3516-NCSA
Class is live-streamed from Lincoln.

April 11 T 8:30 a.m.-12:30 p.m. \$79
Lincoln, CEC, 402 Johnson
ACCT-3516-CESB

June 6 T 8:30 a.m.-12:30 p.m. \$79
Lincoln, CEC, 402 Johnson
ACCT-3516-CEUA

QuickBooks: 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 course does not configure or customize the software for your business.

Keyword: QuickBooks

Nebraska City

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

Feb. 7-9 T, Th 6-9:30 p.m. \$159
NE City, NCLC, 104 Deremer
ACCT-7282-NCSA

Lincoln, 2021 Version

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

Feb. 22 W 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7285-CESA

April 20 Th 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7285-CESB

June 15 Th 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7285-CEUA

QuickBooks 2021: Advanced

Prerequisite: QuickBooks Basic or equivalent experience
Expand your understanding of QuickBooks Pro by 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.

A portion of this course allows for discussion and or tailoring of software for your organization's needs. If personalized assistance is desired during the course, please bring your own documents and/or laptop. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: QuickBooks

March 1 W 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7286-CESA

April 27 Th 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7286-CESB

June 22 Th 8:30 a.m.-4:30 p.m. \$159
Lincoln, CEC, 402 Johnson
ACCT-7286-CEUA

Customized Training for Business & Organizations

SCC provides customized training to meet the specific learning and development needs of your business.

Real Solutions. Ready When You Are.

Contact us at continuing@southeast.edu

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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

Jan. 12 Th 6-9 p.m. Mealey \$95
 LIVE Online, Zoom BSAD-7295-TCSPA
 NE City, NCLC, 103 BSAD-7295-NCSA
 Class is live-streamed from Plattsmouth.

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

Jan. 26 Th 6-9 p.m. Mealey \$49
 LIVE Online, Zoom BSAD-7292-TCSPA
 NE City, NCLC, 104 BSAD-7292-NCSA
 Class is live-streamed from Plattsmouth.

Keyword: QuickBooks

Working with QuickBooks Online Part 1 & 2

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. You will 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.

Part 1 will get you started on Quickbooks Online. **Part 2** will bring it all together and help you fine tune QuickBooks online to your business needs.

This course does not configure or customize the software for your business or organization. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Part 1

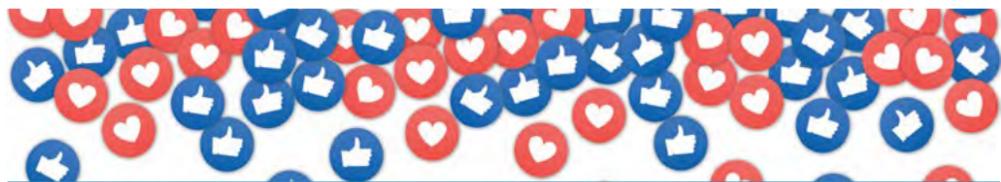
Jan. 19	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7287-CESA			
March 23	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7287-CESB			
May 11	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7287-CESC			

Part 2

Jan. 26	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7288-CESA			
March 30	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7288-CESB			
May 18	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402		Johnson	
ACCT-7288-CESC			

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Connect with Us!

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- SCCLearningCenteratPlattsmouth**
- SCCLearningCenteratWahoo**
- SCCLearningCenteratYork**
- SCC.Eship**

- SCCNeb**
- SCC_Eship**

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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.

Financial Assistance

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?



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

For more information, contact:

Cindy Meyer

402-323-3636

cmeyer@southeast.edu

southeast.edu/nebraskacitylc

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

ed2go.com/sccne

Gap Assistance Program

The Gap Assistance 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	Household Size	Annual Income
1	\$33,975	4	\$69,375
2	\$45,775	5	\$81,175
3	\$57,575	6	\$92,975

** 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
- 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

southeast.edu/cefnassist

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

American Job Center

Job seekers and employers can find additional information about funding resources through the **Adult, Dislocated Worker and Youth Program** by visiting ajc.lincoln.ne.gov or calling 402-441-1640.



has moved!
The new location is
1330 N St., Lincoln, NE

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Trades & Industry	Basic Precision Machining	Page 21
	Basic Welding	Page 20
	Certified Fiber Optics Boot Camp (CFOT, CFOS/S, CFOS/T)	Page 23
	Electrical Fundamentals	Page 18
	Forklift Operator	Page 22
	Motor Control & Relay Logic	Page 18
Leadership	Human Resource Certificate of Professional Development	Page 6

Registration Information

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

LNK..... Southeast Community College,
Lincoln Campus, 8800 O St.

TCA..... The Career Academy at
Southeast Community College,
Lincoln Campus, 8800 O St.

Milford

CCDW..... Crete Carrier Diesel Technology &
Welding Center, 701 Trades City Drive

ETC..... SCC Milford Campus,
Eicher Technical Center, 600 State St.

Nebraska City

NCLC..... Learning Center at Nebraska City,
1406 Central Ave.

Plattsmouth

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

Wahoo

WHLC..... Learning Center at Wahoo,
536 N. Broadway St.

York

YKLC Learning Center at York,
401 N. Lincoln Ave.

See Desc..... The course description
will give the class location.

TBA To Be Announced

4 EASY WAYS TO REGISTER!



REGISTER ONLINE USING WEBADVISOR

1. You must have an email account in order to register online.
2. Go to <http://bit.ly/RegisterCE>
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.



REGISTER BY FAX OR MAIL

1. Complete the non-credit registration form. (Please Print) then either...
 - a. FAX the registration form with credit card number or letter of authorization to 402-437-2703
 - OR
 - b. 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.

WE
ACCEPT



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 • continuing@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 pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos 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. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.

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corporate training

Whether you want to **upskill, reskill** or **develop the next generation of leaders**, SCC Workforce Solutions offers customized training services to meet your unique goals.

*let us help
you get there*



CONTACT
Kelly Banks
kbanks@southeast.edu
402-437-2507



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

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

PLEASE PRINT

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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American	

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

SIGNATURE

Check (must be included) Cash (must be included)

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

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 *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.

SCC Staff Tuition Waiver	()
TOTAL DUE	

FOR OFFICE USE ONLY	
ID#	_____
DE	_____



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

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PLEASE PRINT

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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American	

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

SIGNATURE

Check (must be included) Cash (must be included)

V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

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SCC Staff Tuition Waiver	()
TOTAL DUE	

FOR OFFICE USE ONLY	
ID#	_____
DE	_____