



Business & Professional Development

**“Right now
YOUR
competition
is training”**

Unknown

JULY-DECEMBER 2024



Southeast Community College
CONTINUING EDUCATION

CONTENTS

Computers & Technology

- 10 Internet
- 6 Northstar Digital Literacy Series: Essential Computer Skills
- 11 One-on-One Training
- 2 Programming & Networking
- 7 Software Applications
- 10 Web Development & Design

Health Care

- 12 CPR | First Aid
- 14 Emergency Medical Services
- 15 Health Care Provider CEUs
- 12 Mental Health

Trades & Industry

- 17 Electrical & Automation
- 21 Fiber Optics
- 20 Forklift
- 21 Manufacturing
- 19 Welding

Industry Credentialing

- 22 Driver Education
- 22 Food Industry

Power Skills

- 26 Human Resources
- 23 Leadership Development

Small-Business Development

- 29 Entrepreneurship Center & Focus Suites
- 28 Small-Business Essentials

Programming Bootcamps

- AI Engineer
- AWS Certified Cloud Practitioner
- AWS Certified Developer-Associate
- AWS Certified Solutions Architect
- AWS Certified SysOps Administrator
- IT Specialist Computational Thinking
- IT Specialist Python
- IT Specialist Data Analytics

Northstar Digital Literacy Series

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows 11 Operating System

Leadership Development

- Customer Service Training for Supervisors
- Customer Service Training for Front-Line Employees
- Improved Employee Coaching (for Supervisors/Managers)
- Team Design & Performance

- CUSTOMIZED TRAINING | 31
- FINANCIAL RESOURCES | 30
- REGISTRATION INFORMATION | 32
- WHERE TO FIND US | 33



COMPUTERS & TECHNOLOGY

Programming & Networking

In partnership with Promineo Tech, these classes are designed to prepare participants for high-growth careers in software development.



Promineo Tech is a group of IT professionals and leaders that believes that quality education should be offered at an affordable price.

Software developers are the frontline of new technology. With flexible schedules and up-to-date curriculum, you'll acquire in-demand skills that propel you forward in the rapidly evolving tech industry. Unleash your potential today.

Take the free assessment



NEW! IT Specialist Data Analytics

! Prerequisite: Eighth-grade reading skills; critical thinking and problem-solving skills; digital literacy skills, including the ability to research, create content and solve problems using technology; and Algebra 1

Learn how to responsibly manipulate, analyze and communicate findings of data analysis. Students will learn data manipulation, general data concepts, data-related laws, and responsible analytics practices. **Keyword: IT**

July 31-Oct. 9	W	7-8:30 p.m.	\$2,250
LIVE Online, Zoom	Promineo	INFO-6307-TCUCA	
Oct. 30-Jan. 29	W	7-8:30 p.m.	\$2,250
LIVE Online, Zoom	Promineo	INFO-6307-TCFCA	

NEW! IT Specialist Computational Thinking

This course introduces you to the ideas and methods behind computational thinking and algorithms, enabling you to break problems down into smaller pieces and define algorithmic solutions. You will learn software development and other computer-related topics. **Keyword: IT**

July 31-Aug. 21	W	7-8:30 p.m.	\$750
LIVE Online, Zoom	Promineo	INFO-6305-TCUCA	
Oct. 30-Nov. 20	W	7-8:30 p.m.	\$750
LIVE Online, Zoom	Promineo	INFO-6305-TCFCA	

NEW! IT Specialist Python

! Prerequisite: Eighth-grade reading skills, basic computer skills and Algebra 1

This course is intended for individuals looking to learn Python and prepare for the Pearson IT Specialist Python exam (voucher included with the program). **Keyword: IT**

July 31-Sept. 11	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6306-TCUCA	
Oct. 30-Dec. 18	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6306-TCFCA	

NEW! AWS Certified Cloud Practitioner

! Prerequisite: Six months of experience with the AWS Cloud in any role, including technical, managerial, sales, purchasing, or financial. Have a basic understanding of IT services and their uses in the AWS Cloud platform.

The AWS Certified Cloud Practitioner course is a launch pad into cloud computing. It covers the fundamental concepts of cloud computing and how it relates to the Amazon Web Services network — the world's most adopted and most broadly used cloud computing system — and how to apply that knowledge in a huge variety of AWS cloud service situations. This course covers concepts such as global infrastructure, architectural principles, account management, and security. The goal of this course is to provide you with all the tools you need to prepare for the AWS Certified Cloud Practitioner (CLF-C01) exam (voucher included with the program). **Keyword: AWS**

July 31-Sept. 11	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6301-TCUCA	
Oct. 30-Dec. 18	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6301-TCFCA	



NEW! AWS Certified Developer-Associate

! Prerequisite: Six months of experience with the AWS Cloud in any role, including technical, managerial, sales, purchasing, or financial. Have a basic understanding of IT services and their uses in the AWS Cloud platform.

Learn the fundamental concepts of AWS uses and services and basic AWS architecture best practices. This certification also covers developing, deploying and debugging AWS cloud-based applications, all in easy-to-follow modules, videos, and hands-on labs. **Keyword: AWS**

July 31-Sept. 25	W	7-8:30 p.m.	\$1,875
LIVE Online, Zoom	Promineo	INFO-6302-TCUCA	
Oct. 30-Jan. 15	W	7-8:30 p.m.	\$1,875
LIVE Online, Zoom	Promineo	INFO-6302-TCFCA	

NEW! AWS Certified Solutions Architect

! Prerequisite: At least one year of experience solving problems and implementing AWS services, experience in AWS technology, strong on-premises IT experience, understanding of mapping on-premises technology to the cloud, and experience with other cloud services.

This course prepares you for the AWS Certified Solutions Architect-Associate (SAA-C03) exam (voucher included with the program) while helping demonstrate knowledge of how to architect and deploy secure and robust applications on AWS technologies. SAA-C03 focuses on designing secure architectures, designing resilient architectures, designing high-performing architectures, and designing cost[1] optimized architectures. **Keyword: AWS**

July 31-Sept. 25	W	7-8:30 p.m.	\$1,875
LIVE Online, Zoom	Promineo	INFO-6303-TCUCA	
Oct. 30-Jan. 15	W	7-8:30 p.m.	\$1,875
LIVE Online, Zoom	Promineo	INFO-6303-TCFCA	

NEW! AWS Certified SysOps Administrator

! Prerequisite: Minimum one year professional experience with AWS technology; experience deploying, managing and operating workloads on AWS as well as implementing security controls and compliance requirements; familiarity with using both the AWS Management Console and the AWS Command Line Interface; understanding of the AWS Well-Architected Framework as well as AWS networking and security services.

This is a great next step for anyone who wants to demonstrate baseline AWS Well-Architected Framework knowledge to support and maintain AWS workloads; use AWS monitoring and logging services and remediate issues based on monitoring and availability metrics; implement scalability and elasticity for reliability and business continuity; use AWS services to provision, deploy, maintain, and automate cloud resources; implement and manage security controls to meet compliance policies and requirements; implement, configure and troubleshoot network features and connectivity issues; and identify and implement cost and performance optimization strategies. **Keyword: AWS**

July 31-Sept. 11	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6304-TCUCA	
Oct. 30-Dec. 18	W	7-8:30 p.m.	\$1,565
LIVE Online, Zoom	Promineo	INFO-6304-TCFCA	

NEW! AI Engineer

! Prerequisite: Familiarity with software development and the ability to code.

This program will give you an overview of the current AI landscape, teach you how to integrate AI into your projects and introduce you to creating your own AI models. Tools such as OpenAI, Azure AI Services, Google Vertex AI and Model Garden, TensorFlow, Python, and more are introduced in this program.

You will earn the Microsoft AI-900 Azure AI Fundamentals certification (voucher included with the program) and will be qualified to sit for the AI-102 Azure AI Engineer exam (voucher not included). **Keyword: AI**

July 31-Jan. 22	W	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCUCA	
Aug. 27-Feb. 18	T	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCFCA	
Sept. 26-March 20	Th	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCFCB	
Oct. 30-April 23	W	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCFCC	
Nov. 26-May 13	T	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCFCD	
Dec. 12-May 29	Th	7-8:30 p.m.	\$5,400
LIVE Online, Zoom	Promineo	INFO-6300-TCFCE	



Digital Marketing

The Digital Marketing program is designed to help you in marketing to create a portfolio and begin an entry-level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical-thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. You will become proficient in advertising platforms such as Facebook®, Google, Instagram, Twitter, and LinkedIn.

Keyword: Digital

July 31-Nov. 20 LIVE Online, Zoom	W Promineo	7-8:30 p.m. BSAD-7755-TCUCC	\$4,500
Aug. 27-Jan. 7 LIVE Online, Zoom	T Promineo	7-8:30 p.m. BSAD-7755-TCFCA	\$4,500
Sept. 26-Feb. 6 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. BSAD-7755-TCFCB	\$4,500
Oct. 30-March 12 LIVE Online, Zoom	W Promineo	7-8:30 p.m. BSAD-7755-TCFCC	\$4,500
Nov. 26-April 1 LIVE Online, Zoom	T Promineo	7-8:30 p.m. BSAD-7755-TCFCD	\$4,500
Dec. 12-May 22 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. BSAD-7755-TCFCE	\$4,500


Data Engineering Bootcamp

Learn the skills and technologies necessary to become a data engineer, including Python, OOP, Functional Programming, Hadoop, Cloudera, Spark, Dask, IaaS, AWS, Building Data Lakes, Sqoop, Flume, Kafka, and more.

Keyword: Bootcamp ▲ ●

Aug. 27-March 18 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7752-TCFCA	\$5,800
Dec. 12-June 26 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7752-TCFCB	\$5,800

Connect with Us!

-  SCCNeb
- SCCLearningCenteratFallsCity
- SCCLearningCenteratHebron
- SCCLearningCenteratNebraskaCity
- SCCLearningCenteratPlattsmouth
- SCCLearningCenteratWahoo
- SCCLearningCenteratYork

Back-End Developer Bootcamp

You will take three courses to learn the skills and technologies necessary to enter the industry as a back-end software developer. This course covers an 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.

Keyword: Bootcamp ▲ ● ◆

July 31-Dec. 11 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7750-TCUCC	\$4,500
Aug. 27-Jan. 21 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7750-TCFCA	\$4,500
Sept. 26-Feb. 20 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7750-TCFCB	\$4,500
Oct. 30-March 26 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7750-TCFCC	\$4,500
Nov. 26-April 15 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7750-TCFCD	\$4,500
Dec. 12-May 1 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7750-TCFCE	\$4,500

Front-End Software Developer Bootcamp

You will 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. **Keyword: Bootcamp** ▲ ●

July 31-Dec. 11 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7751-TCUCC	\$4,500
Aug. 27-Jan. 21 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7751-TCFCA	\$4,500
Sept. 26-Feb. 20 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7751-TCFCB	\$4,500
Oct. 30-March 26 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7751-TCFCC	\$4,500
Nov. 26-April 15 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7751-TCFCD	\$4,500
Dec. 12-May 1 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7751-TCFCE	\$4,500

- ▲ Eligible for Gap Assistance
- ETPL eligible
- ◆ Eligible for American Job Center assistance

See page 30 for more information.

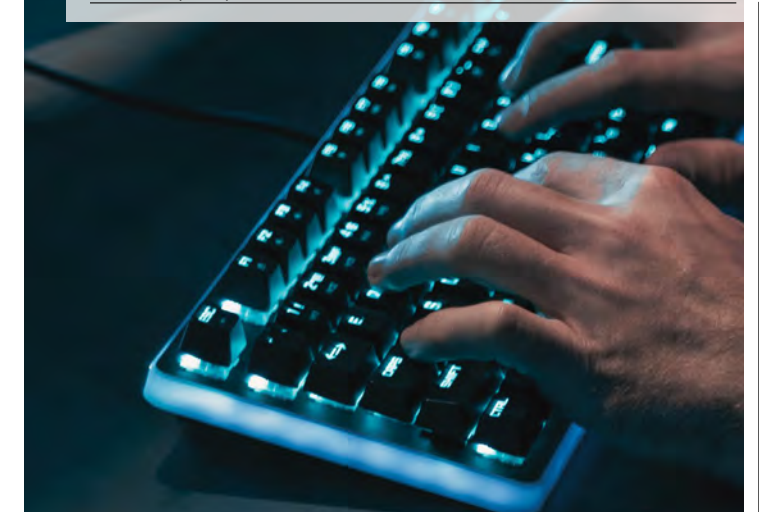


Intro to Python

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.

(1.0 CEU) **Keyword: Python**

Aug. 14-28 Lincoln, CEC, 402	W, F Goossen	10 a.m.-Noon INFO-3945-CEUA	\$225
Nov. 6-20 Lincoln, CEC, 402	W, F Goossen	10 a.m.-Noon INFO-3945-CEFA	\$225



Northstar Digital Literacy Series: Essential Computer Skills

Southeast Community College is proud to be an approved Northstar Digital Literacy location.

Northstar was developed in response to the needs of job seekers who may lack the digital literacy skills needed to seek, obtain and retain employment, as well as to perform other tasks in daily life. Individuals may obtain the Northstar Digital Literacy Certificate when they pass assessments.



NEW! Basic Computer Skills

This class is for the beginner. Learn about computer software and hardware devices, mouse and keyboard skills, understand computer files and drives, as well as customizing your computer for increased accessibility.

(0.4 CEUs) **Keyword: Computer**

July 8	M	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7600-CEUA	
Sept. 7	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7600-CEFA	
Oct. 9	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7600-CEFB	
Nov. 2	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7600-CEFC	

NEW! Internet Basics

Learn how to connect to the internet and navigate websites. Understand how to use tabs and favorites as well as search terms and sifting through search results. You also will create shortcuts, and lessons on internet privacy, viruses and email scams.

(0.4 CEUs) **Keyword: Internet**

July 10	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7601-CEUA	
Sept. 14	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7601-CEFA	
Oct. 16	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7601-CEFB	
Nov. 9	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7601-CEFC	

NEW! Using Email

We will help you get started with how to make an email account and manage email addresses. From there you will learn lessons on email etiquette, email functions, attachments, managing your inbox, and identify spam and phishing emails.

(0.4 CEUs) **Keyword: Email**

July 24	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7602-CEUA	
Sept. 21	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7602-CEFA	
Oct. 23	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7602-CEFB	
Nov. 16	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7602-CEFC	

NEW! Windows Operating System

This class will cover lessons on finding and operating Windows programs, managing and operating systems, identifying the function of Microsoft Programs, file storage, storage drives, start menu, and managing apps.

(0.4 CEUs) **Keyword: Windows**

July 31	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7603-CEUA	
Sept. 28	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7603-CEFA	
Oct. 30	W	1-5 p.m.	\$25
Lincoln, CEC, 212	Goossen	OFFT-7603-CEFB	
Nov. 23	S	8 a.m.-Noon	\$25
Lincoln, CEC, 212	Goossen	OFFT-7603-CEFC	

Tech savvy starts here!

Where did my files go? What is that icon? Why is my computer SO SLOW? Does this sound familiar? Empower yourself and take control of the tech you use with our digital literacy courses.



Software Applications

Introduction to InDesign CC

! Prerequisite: Windows Operating System experience and knowledge of Adobe CC software

Learn the fundamentals of InDesign. In this hands-on class you will learn core features and start to create your own projects. This class is for the beginner or anyone looking to brush up on their skills.

(0.7 CEUs) While taught in a Windows environment, skills are easily transferable to Mac. **Keyword: InDesign**

Sept. 21	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-7712-CEFA	

Introduction to Photoshop CC

! Prerequisite: Experience navigating in Mac or PC environment

Start your photographic design journey today in this hands-on workshop. Adobe Photoshop is the top choice for professionals to create powerful images. This class is great for the beginner or anyone looking to brush up on their skills.

(0.7 CEUs) While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. Lunch is on your own. **Keyword: Photoshop**

Aug. 3	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-3621-CEUA	
Oct. 5	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-3621-CEFA	

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

Introduction to Adobe Lightroom

! Prerequisite: Introduction to Photoshop CC (GDMA-3621) or equivalent experience

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

(0.7 CEUs) **Keyword: Adobe**

Aug. 17	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-7709-CEUA	
Oct. 19	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-7709-CEFA	

Adobe Creative Cloud: Introduction to Premiere Pro

! Prerequisite: Experience navigating in Mac or PC environment

This class introduces the fundamentals of Adobe Premiere Pro in the Creative Cloud. It will focus on key skills to take a project from the beginning to end, including tasks like organizing media, using audio, creating transitions, producing titles, and adding effects.

(0.7 CEUs) While taught in a Windows environment, the skills learned in this class are easily transferred to a Mac environment. **Keyword: Adobe**

Oct. 26	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Beck	GDMA-7714-CEFA	

Adobe Acrobat DC Pro

! Prerequisite: Word Basic or equivalent experience

Learn how to create functional PDF forms out of almost any document. This is a great class for anyone responsible for creating and modifying documents in a workplace.

(0.7 CEUs) **Keyword: Adobe**

Aug. 30	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Massey	GDMA-7710-CEFA	
Oct. 25	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Massey	GDMA-7710-CEFB	

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.

Microsoft Teams

This course is designed to help you master Microsoft® Teams®, the key communications tool in the suite of Microsoft® 365® productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources.

(0.4 CEUs) **Keyword: Teams**


Aug. 20 Lincoln, CEC, 402	T Goossen	1-5 p.m. OFFT-7709-CEFB	\$95
Sept. 19 Lincoln, CEC, 402	Th Goossen	1-5 p.m. OFFT-7709-CEFA	\$95
Oct. 17 Lincoln, CEC, 402	Th Goossen	1-5 p.m. OFFT-7709-CEFC	\$95

NEW! Microsoft Applications Basics

This course will focus on basic Microsoft applications used in the manufacturing industry, including Microsoft Word, Excel and PowerPoint. **Keyword: Microsoft**

Aug. 5 & Aug. 27 Falls City, FCLC, 109	M T McKinney	9 a.m.-Noon OFFT-6180-FCUA	\$135
--	--------------------	-------------------------------	-------

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.

Lunch on your own. **Keyword: Word**  

Aug. 22 NE City, NCLC, 104	Th McKinney	8:30 a.m.-4:30 p.m. OFFT-7238-NCFA	\$159
-------------------------------	----------------	---------------------------------------	-------

NEW! Using Excel

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


Lunch on your own. **Keyword: Excel**

July 13 York, YKLC, D101	S Cole	9 a.m.-4:30 p.m. AREA-0951-YKUA	\$99
-----------------------------	-----------	------------------------------------	------

 **Nebraska City Job Enhancement Scholarship eligible**

See page 30 for more information.

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, navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures, and save workbooks in various formats and much more.

(0.7 CEUs) **Keyword: Excel** 

July 11 Lincoln, CEC, 402	Th Maltas	8:30 a.m.-4:30 p.m. OFFT-7703-CEUB	\$159
Aug. 9 Lincoln, CEC, 402	F Goossen	8:30 a.m.-4:30 p.m. OFFT-7703-CEUC	\$159
Sept. 4 Lincoln, CEC, 402	W Darlington	8:30 a.m.-4:30 p.m. OFFT-7703-CEFA	\$159
Oct. 4 Lincoln, CEC, 402	F Maltas	8:30 a.m.-4:30 p.m. OFFT-7703-CEFB	\$159
Nov. 5 Lincoln, CEC, 402	T Darlington	8:30 a.m.-4:30 p.m. OFFT-7703-CEFC	\$159
Dec. 5 Lincoln, CEC, 402	Th Goossen	8:30 a.m.-4:30 p.m. OFFT-7703-CEFD	\$159

Excel 2021: Intermediate


 Prerequisite: Excel Basic or equivalent experience

Learn how to work with large worksheets and use multiple worksheets and workbooks efficiently. Discover advanced formatting techniques such as applying special number formats and using workbook styles and themes. In addition, you will learn how to create outlines and subtotals and how to create and apply cell names. You will sort and filter data and create and format tables and much more.

(0.7 CEUs) **Keyword: Excel** 

July 25 Lincoln, CEC, 408	Th Maltas	8:30 a.m.-4:30 p.m. OFFT-7704-CEUB	\$159
Aug. 15 Lincoln, CEC, 408	Th Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-CEUC	\$159
Sept. 11 Lincoln, CEC, 408	W Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-CEFA	\$159
Oct. 18 Lincoln, CEC, 408	F Maltas	8:30 a.m.-4:30 p.m. OFFT-7704-CEFB	\$159
Nov. 12 Lincoln, CEC, 408	T Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-CEFC	\$159
Dec. 12 Lincoln, CEC, 408	Th Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-CEFD	\$159

Excel 2021: Advanced


 Prerequisite: Excel Intermediate or equivalent experience

You will build on the skills acquired in the basic and intermediate courses. You will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and how to use advanced data filtering. You will apply advanced chart formatting options and create more complex charts and much more.

(0.7 CEUs) **Keyword: Excel** 

Aug. 29 Lincoln, CEC, 402	Th Maltas	8:30 a.m.-4:30 p.m. OFFT-7705-CEFA	\$159
Sept. 25 Lincoln, CEC, 402	W Goossen	8:30 a.m.-4:30 p.m. OFFT-7705-CEFB	\$159
Nov. 19 Lincoln, CEC, 402	T Goossen	8:30 a.m.-4:30 p.m. OFFT-7705-CEFC	\$159

PowerPoint: Basic


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

After an introduction to PowerPoint’s window components and Help system, discover how to create, save and rearrange presentations. Then you will format text, use drawing objects, work with graphics, and insert tables and charts. Learn to use templates and themes, slide masters and transition effects. Finally, you will learn to proof, run and print presentations.


Lunch on your own. **Keyword: PowerPoint**  

Sept. 20 NE City, NCLC, 102	F McKinney	8:30 a.m.-4:30 p.m. OFFT-7245-NCFA	\$159
--------------------------------	---------------	---------------------------------------	-------

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.), perform reconciliations, and review basic financial and other system reports.


(0.7 CEUs) This course does not configure or customize the software for your business. Lunch on your own for all-day class. **Keyword: QuickBooks** 

Aug. 6-8 NE City, NCLC, 104	T, Th Pemberton	5:30-9 p.m. ACCT-7289-NCUA	\$159
Nov. 9 Auburn, ABCH	S Pemberton	8:30 a.m.-4:30 p.m. ACCT-7289-NCFA	\$159


2021 Version

Aug. 21 Lincoln, CEC, 402	W Johnson	8:30 a.m.-4:30 p.m. ACCT-7289-CEFA	\$159
Nov. 13 Lincoln, CEC, 402	W Johnson	8:30 a.m.-4:30 p.m. ACCT-7289-CEFB	\$159

QuickBooks 2021: Advanced


 Prerequisite: QuickBooks Basic or equivalent experience

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

(0.7 CEUs) 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. 

Aug. 22 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7290-CEFA	\$159
Nov. 14 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7290-CEFB	\$159


NEW! Using Xero Accounting Software


 Prerequisite: Microsoft Windows and internet browser experience

Learn how to use the basic features and functions of Xero Accounting Software from a CPA and Xero Certified Advisor. During this hands-on course you will be introduced to many functions of Xero and how best to utilize this cloud-based accounting platform for your business. Topics covered will include company creation and setup, managing customers and invoicing (including receipt of payments), managing vendors and payment of bills, working with and reconciling bank and credit card accounts, management of user preferences, basic inventory setup, and a review basic financial and other system reports.


This course does not configure or customize the software specific to your organization. However, bring your questions and we will address as many as we can! **Keyword: Accounting**

Aug. 6 Lincoln, CEC, 402	T Johnson	8:30 a.m.-4:30 p.m. ACCT-7700-CEUA	\$159
Oct. 8 Lincoln, CEC, 402	T Johnson	8:30 a.m.-4:30 p.m. ACCT-7700-CEFA	\$159

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


 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.

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 (0.7 CEUs) will get you started on QuickBooks Online. **Part 2** (0.7 CEUs) 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. 

Part 1			
July 18 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEUA	\$159
Sept. 25 Lincoln, CEC, 402	W Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFA	\$159
Dec. 5 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFB	\$159

Part 2			
July 25 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEUB	\$159
Sept. 26 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEFA	\$159
Dec. 12 Lincoln, CEC, 402	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEFB	\$159

NEW! QuickBooks Online User Certification Preparation


 Prerequisite: Computer with internet browser access

This hands-on course is designed for the student looking to significantly increase their understanding of QuickBooks Online and prepare for the QuickBooks Certified User exam. Information learned in this course is valuable for employees, company owners, accountants and others who desire to use QuickBooks Online for their organizational accounting needs.

Please note, while a practice certification exam is included as a part of this course, the actual certification exam is not included in this course. A one-year free trial of QuickBooks Online also is included with this course. **Keyword: QuickBooks**

Aug. 8-Sept. 19 Lincoln, CEC, 402	Th Johnson	TBA ACCT-7701-CEUA	\$785
Oct. 10-Nov. 21 Lincoln, CEC, 402	Th Johnson	TBA ACCT-7701-CEFA	\$785

NEW! Intuit Certified Bookkeeping Professional Preparation

 Prerequisite: Computer with internet browser access

This course is designed for the student who desires to gain an in-depth understanding of introductory accounting concepts and how to complete key financial statements. Starting with the basic foundations of accounting, we will explore the purpose and process of accounting for business transactions and how these result in the preparation of financial statements. Concepts including internal controls, bank reconciliations, payroll taxes and depreciation also are covered.

Please note, while a practice certification exam is included as a part of this course, the actual certification exam is not included in this course. **Keyword: Bookkeeper**

Aug. 7-Sept. 18 Lincoln, CEC, 402	W Johnson	TBA ACCT-7702-CEUA	\$565
Oct. 9-Nov. 20 Lincoln, CEC, 402	W Johnson	TBA ACCT-7702-CEFA	\$565

Web Design & Development

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.

(0.5 CEUs) **Keyword: Web**

July 27 Lincoln, CEC, 402	S Goossen	10 a.m.-3:30 p.m. INFO-3947-CEUA	\$125
Oct. 12 Lincoln, CEC, 402	S Goossen	10 a.m.-3:30 p.m. INFO-3947-CEFA	\$125

Internet

What is Artificial Intelligence?

AI has taken the world by storm. Artificial Intelligence is something that allows computers to mimic human behaviors. We have actually been using AI all along and just didn't know it. If you use your phone or camera, then you are using AI. We will look closely at ChatGPT, Bard and Bing to discover how they work and what the future of these cutting-edge tools can do to empower your daily life.

Keyword: Intelligence

July 16 LIVE Online, Zoom	T Jensen	6:30-8:30 p.m. LLLX-0859-TCUCA	\$29
------------------------------	-------------	-----------------------------------	------



How to Use Artificial Intelligence: Using ChatGPT

ChatGPT is a cutting-edge language model developed by OpenAI, designed to understand and generate human-like text based on input queries. In this comprehensive exploration of ChatGPT, participants will unravel the intricacies of its architecture and functionalities. This course is crafted to empower individuals with the knowledge and practical skills necessary to harness the capabilities of ChatGPT effectively. **Keyword: Intelligence**

July 22 LIVE Online, Zoom York, YKLC, D101	M	6-7:30 p.m.	Saulsberry AREA-1171-TCUYA AREA-1171-YKUA	\$29
Sept. 25 Falls City, FCLC, 109	W McKinney	5:30-8:30 p.m.	AREA-1171-FCFA	\$49

NEW! Is Artificial Intelligence Ethical?

Artificial intelligence is a fascinating field that refers to computer systems capable of performing tasks that historically required human intelligence, such as recognizing speech, making decisions or solving problems. It's like giving machines a touch of human-like thinking! Explore the benefits, ethical concerns and the potential dangers that AI offers. **Keyword: Artificial**

Aug. 19 NE City, NCLC, 104	M McKinney	1-4 p.m.	AREA-0945-NCFA	\$49
-------------------------------	---------------	----------	----------------	------

Intro to Canva

Create stunning cards, flyers and publications with this popular graphic design app. Using the tools and templates of Canva, you can create vibrant documents easily.

Bring your own laptop or tablet with the free version of the Canva app installed (canva.com). **Keyword: Canva**

Aug. 20-22 Hebron, HNLC, 102	T, Th Clauson	6:30-8:30 p.m.	AREA-1190-HNFA	\$29
---------------------------------	------------------	----------------	----------------	------

Virtual Reality 101: Emerging Technologies

VR, AR, MR, 360 Photo/Video, and 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 where this technology currently exists.

Keyword: Virtual

Aug. 5 Falls City, FCLC, 109	M McKinney	1-4 p.m.	AREA-1407-FCUA	\$49
Aug. 19 NE City, NCLC, 103	M McKinney	9 a.m.-Noon	AREA-1407-NCFA	\$49

One-on-One Training

One-on-One Computer Training: 3 Hours

Receive three hours of personalized instruction on the computer topic that meets your need! Training is scheduled at an SCC facility at a time convenient for you and the instructor. Instructors are available for, but not limited to, the following topics: Windows, MS Office, Word, Excel, Access, Outlook, QuickBooks, social media, basic computer assistance, etc. **Keyword: Computer**


Falls City Area	\$99	AREA-0927-FCUA
Nebraska City Area	\$99	AREA-0927-NCUA
Plattsmouth Area	\$99	AREA-0927-PLUA
Wahoo Area	\$99	AREA-0927-WHUA
York Area	\$99	AREA-0927-YKUA

One-on-One Smart Device Training

Learn to set up and troubleshoot your iPhone, iPad and Android devices. Registration provides one hour of personalized instruction on the smart device that meets your specific need.

Training is scheduled at an SCC facility at a time convenient for you and the instructor. **Keyword: Device**

Falls City Area	\$35	AREA-0880-FCUA
Hebron Area	\$35	AREA-0880-HNUA
Nebraska City Area	\$35	AREA-0880-NCUA
Plattsmouth Area	\$35	AREA-0880-PLUA
Wahoo Area	\$35	AREA-0880-WHUA
York Area	\$35	AREA-0880-YKUA

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

HEALTH CARE

Mental Health

NEW! Mental Health First Aid

This is a skills-based training that teaches people how to safely and responsibly identify, understand and respond to signs and symptoms of a mental health or substance use challenge in adults. This course builds mental health literacy and teaches strategies to help someone in crisis and non-crisis situations, and knowledge of where to turn for help.



(0.75 CEUs) Participant manual and processing guide included with course. Mental Health First Aid, sometimes called Adult Mental Health First Aid, is designed for adult learners. The course may not be delivered to anyone under the age of 18. **Keyword: Health**

July 16-23 Lincoln, CEC, 304	T Schulter	12:30-4:30 p.m. HLTH-3033-CEUA	\$79
Aug. 17 Lincoln, CEC, 304	S Schulter	8 a.m.-4:30 p.m. HLTH-3033-CEUB	\$79
Sept. 13-20 Lincoln, CEC, 304	F Schulter	8:30 a.m.-12:30 p.m. HLTH-3033-CEFA	\$79
Oct. 2-9 Lincoln, CEC, 304	W Schulter	12:30-4:30 p.m. HLTH-3033-CEFB	\$79

CPR | 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.

Our CPR courses are offered in **Face-to-Face (F2F)** and **Hybrid (HB)** formats for learning flexibility.

For Hybrid courses

- When registering, include your email address.
- Approximately one week prior to your skills session class, you will receive an email with the AHA access key to complete the online learning.
- Once you've completed the online portion, print the Online Course Completion Certificate. **You must have this certificate with you for admission into the face-to-face skills session.**

NOTE:

You 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.

F2F | 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

June 20 Falls City, FCLC, 102	Th Schawang	6-9 p.m. HLTH-3500-FCUA	\$59
July 25 Falls City, FCLC, 102	Th Schawang	6-9 p.m. HLTH-3500-FCUB	\$59
Aug. 7 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CEUB	\$59

HB | Heartsaver® CPR AED Online + Skills Session (Community)

This class meets the CPR AED requirements for day cares.

Keyword: AED

July 10 Lincoln, CEC, 109B	W	6-6:45 p.m. HLTH-3501-HBUCA	\$59
-------------------------------	---	--------------------------------	------

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

This course is for health care providers such as nurses, EMTs, or doctors, as well as lifeguards. **Keyword: CPR**

June 27 Lincoln, CEC, 109B	Th	6-7:30 p.m. HLTH-3253-HBUCC	\$65.50
July 16 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3253-HBUCD	\$65.50
July 27 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3253-HBUCE	\$65.50
Aug. 3 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3253-HBUCE	\$65.50
Aug. 15 Lincoln, CEC, 109B	Th	1-2:30 p.m. HLTH-3253-HBUCCG	\$65.50

F2F | 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: CPR**

July 16 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3499-CEUC	\$25
Aug. 3 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CEUD	\$25

F2F | 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.

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 sccbookstore.com. The book is NOT required.

(0.45 CEUs) This course is for health care providers such as nurses, EMTs, or doctors, as well as lifeguards. **Keyword: CPR**

June 15 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUE	\$63
June 18 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUF	\$63
June 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUG	\$63
June 29 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUH	\$63
July 6 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUI	\$63
July 9 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUJ	\$63
July 18 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEUK	\$63
July 20 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUL	\$63
July 23 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUM	\$63
July 30 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUN	\$63
Aug. 6 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUO	\$63
Aug. 10 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUP	\$63
Aug. 20 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEFA	\$63
Aug. 24 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFB	\$63
Aug. 27 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFC	\$63
Aug. 29 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFD	\$63

Falls City

Sept. 26 Falls City, FCLC, 102	Th Schawang	5:30-10 p.m. HLTH-3251-FCFA	\$63
Nov. 18 Falls City, FCLC, 102	M Schawang	5:30-10 p.m. HLTH-3251-FCFB	\$63



Bringing CPR to your team has never been easier!

To learn more, contact us at 402-437-2700 or continuing@southeast.edu.

SCAN TO SEE ALL CPR DATES AVAILABLE THROUGH DECEMBER



ACLS Online + Skills

AHA's ACLS course. HeartCode blended learning delivers quality resuscitation education regardless of where providers are located and gives them more control to complete the course at their own pace.

For more information, contact us at continuinged@southeast.edu or 402-437-2700.

F2F | 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

June 19 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3505-CEUA	\$59
Aug. 14 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3505-CEUB	\$59

HB | Heartsaver® First Aid Online + Skills Session

This class meets the First Aid requirements for day cares.

Keyword: Aid

July 10 Lincoln, CEC, 109B	W	7-7:45 p.m. HLTH-3506-HBUCA	\$59
-------------------------------	---	--------------------------------	------

SCAN TO SEE
ALL FIRST AID
DATES AVAILABLE
THROUGH DECEMBER



Emergency Medical Services

F2F | EMS Mini Conference: Rural EMS, Changing the Culture

This mini-conference will update the Emergency Medical Service provider with data-driven changes in patient care as well as addressing culture shift in Rural EMS & Fire.

(7.5 contact hours) For more information, contact Roxann Buchholz at rbuchholz@southeast.edu. **Keyword: EMS**

Aug. 17 Hebron, STAC, TBA	S	8 a.m.-4:45 p.m. EMTL-3260-OCUA	\$30
Registration Deadline: Aug. 12			

EMS Instructor Training

This 48-hour EMS instructor Course focuses on the methodologies of preparation, presentation and evaluation in the classroom. Upon completion of this course the student will be able to 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.

This class is scheduled based on community needs. For more information, contact Amy Bassen at abassen@southeast.edu.

F2F | 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.

(10.0 contact hours) In order to receive contact hours, you must attend both days for the entire time.

For more information, contact Roxann Buchholz at rbuchholz@southeast.edu or 402-323-3627. **Keyword: EMT**

Oct. 4 & Oct. 5 Lincoln, CEC, 109B	F S Fuehring	6-9 p.m. 9 a.m.-4:30 p.m. EMTL-3044-CEFA	\$197
--	--------------------	--	-------

HB | Paramedic Refresher

This refresher course meets the NCCP Model national requirements for the NREMT Paramedic Renewal.

Modules includes Airway, Respiration & Ventilation (3.5 hours); Trauma (3 hours); Cardiovascular (8.5 hours); Medical (8.5 hours); and Operations (6.5 hours).

(30.0 contact hours) This hybrid course is conducted using Canvas, Zoom and an in-person skills session. Canvas instructions and the Zoom link will be emailed to registrants prior to the start of class. You will meet every Tuesday via Zoom. The eight-hour skills session will be held in person Saturday, Nov. 16. All modules must be completed before skills session. **Keyword: Paramedic**

Classroom Portion | LIVE Online, Zoom

Oct. 1-Nov. 12 & Nov. 16 LIVE Online, Zoom & Lincoln, CEC, 109A	T S Dalton	7-9 p.m. 8 a.m.-4 p.m. EMTL-3040-HBFA	\$359
---	------------------	---	-------

F2F | EMT Refresher

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

(20.0 contact hours) For more information, contact Amy Bassen at abassen@southeast.edu. **Keyword: EMT**

Oct. 10 & 24 Nov. 13 Nov. 21 & Dec. 5 Lincoln, CEC, TBA	T W T Caldwell	6-10 p.m. EMTL-3333-CEFA	\$249
Nov. 13 Nov. 19, Dec. 10, Jan. 14 & 21 York, YKLC, D101	W T Caldwell	6:30-10:30 p.m. EMTL-3333-YKFA	\$249

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.

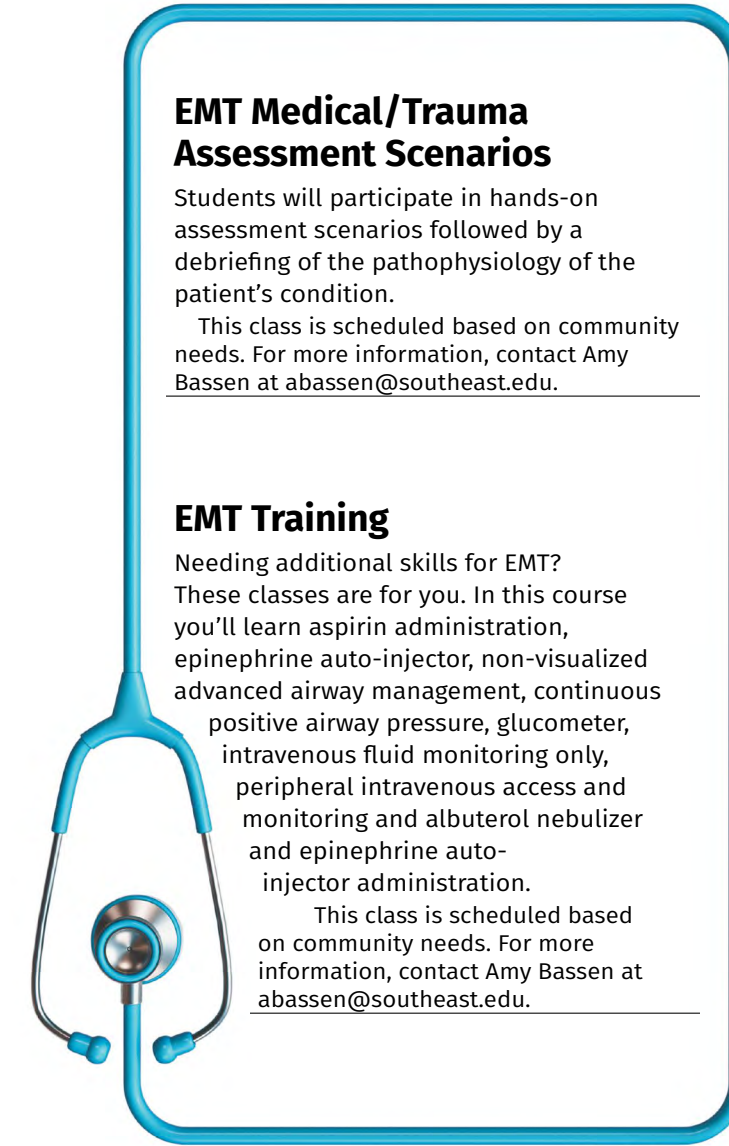
This class is scheduled based on community needs. For more information, contact Amy Bassen at abassen@southeast.edu.

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.

This class is scheduled based on community needs. For more information, contact Amy Bassen at abassen@southeast.edu.



Health Care Providers CEUs

For a full list of continuing education courses, please visit <https://bit.ly/nursingprofessionalsce>. For questions, email continuinged@southeast.edu.

Abuse & Neglect Prevention for Nursing Assistants

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

(1.0 contact hour) 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 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. **Keyword: Abuse**

Online, Canvas	\$30	HLTH-3065-WBUCA
----------------	------	-----------------

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 19.5 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. No refunds after Sept. 20. The textbook or virtual book will be mailed/available online the week of Sept. 20 so you have time to review/study before attending. **Keyword: Trauma**

Oct. 22 & Oct. 23 Lincoln, CEC, 109	T W DeWitt	8 a.m.-3:30 p.m. 8 a.m.-2:30 p.m.	\$339
Registration Deadline: Sept. 20			
		NURS-3238-CEFA	

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.

(Presented in five three-hour live Zoom sessions; 15 live, in-person hours + five 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. 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.).

Instructor: 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.

You will receive the Zoom link the week prior to class start.
Keyword: Breastfeeding

CLCs & RNs

(20.0 contact hours) For contact hours to maintain your certificate or license.

June 12-July 17	W	9:30 a.m.-12:30 p.m.	\$325
LIVE Online, Zoom	Seacrest		
No class July 3		HLTH-3265-TCUCA	
Oct. 16-Nov. 13	W	9:30 a.m.-12:30 p.m.	\$325
LIVE Online, Zoom	Seacrest	HLTH-3265-TCFCA	

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.

June 12-July 17	W	9:30 a.m.-12:30 p.m.	\$95
LIVE Online, Zoom	Seacrest		
No class July 3		HLTH-3265-TCUCB	
Oct. 16-Nov. 13	W	9:30 a.m.-12:30 p.m.	\$95
LIVE Online, Zoom	Seacrest	HLTH-3265-TCFCB	

Nebraska Sleep Conference

The 2024 Nebraska Sleep Conference will provide continuing education for sleep technologists and others interested in the diagnosis, management and treatment of sleep disorders.

For more information, contact Amy Bassen at abassen@southeast.edu.

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

❖ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information.

Nurse Educator Conference 2024 Moving Forward: Strategies to Implement Competency-Based Education

This program, provided by NurseTim®, will provide educators with strategies to compare competency-based education to traditional learning, develop competency-based processes for implementation and evaluation and improve student learning. The benefits of competency-based education will be discussed. The Board of Nursing also will provide information updates.

Speaker: Dr. Virginia “Ginny” Wangerin, Ph.D., RN, CNE, is an educator, consultant, and speaker with more than 40 years of experience in nursing. She has taught at the ADN, BSN and graduate level, and most recently developed and implemented the first nursing program at Iowa State University. Dr. Wangerin is recognized as a lifelong leader and nursing advocate, serving on numerous committees and boards, advocating for the profession and at-risk populations. As a nurse education leader, she has developed and implemented concurrent enrollment programs and concept-based curriculum. Dr. Wangerin is a consultant and speaker for accreditation, curriculum development, learning strategies and outcomes assessment.

NurseTim® is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center’s Commission on Accreditation.

You will receive an email containing a link to an online evaluation at the end of the conference. Certificates will be issued once the evaluation is completed. The conference must be attended in full to receive a certificate for contact hours. Check-in begins at 8 a.m. Lunch is included. Registration deadline is May 30. **Keyword: Nurse**

NANDD Member School Instructors

June 7	F	8:30 a.m.-2:30 p.m.	\$65
Lincoln, CEC, 302	Wangerin	NURS-3272-CEUA	

Non-Members

June 7	F	8:30 a.m.-2:30 p.m.	\$85
Lincoln, CEC, 302	Wangerin	NURS-3272-CEUB	

Intravenous Therapy Current Standards of Practice

This online eight-hour, self-paced course is applicable to RNs and LPNs. This course provides a review of IV therapy and meets the didactic portion of the requirement for LPNs.

Instructions for accessing the course will be emailed to registrants. This nursing continuing professional development activity is approved by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. **Keyword: Therapy**

Register at Any Time	Online via Canvas	\$79
	NURS-3187-WBFCFA	

TRADES & INDUSTRY

Electrical & Automation

Electrical Foundations Series

These three classes are taught from a maintenance and troubleshooting perspective, specifically for people who work in areas of industrial maintenance.

With more than 50% of class time spent on hands-on exercises with custom-built electrical trainers, individuals will learn background theory to help solve problems and issues found in industrial settings.

Taken together, these courses give participants well-rounded knowledge and skills in electrical maintenance.

Electrical Fundamentals

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) **Keyword: Electrical** ▲ ◆ ❖

July 22-24	M, T, W	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Lenser	ELEC-6075-CEUA	
Sept. 17-19	T, W, Th	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Blaser	ELEC-6075-CEFA	
Oct. 8-10	T, W, Th	8 a.m.-5 p.m.	\$719
York, YKLC, D101	Aden	ELEC-6075-YKFA	
Nov. 12-14	T, W, Th	8 a.m.-5 p.m.	\$719
NE City, NCLC, 104	Aden	ELEC-6075-NCFA	



Motor Control & Relay Logic

⚠ Recommended 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.

(2.4 CEUs) **Keyword: Motor** ▲ ◆ ❖

July 16-18	T, W, Th	8 a.m.-5 p.m.	\$629
Falls City, FCLC, 102	Aden	ELEC-6076-FCUA	
Aug. 27-29	T, W, Th	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Blaser	ELEC-6076-CEFA	
Oct. 21-23	M, T, W	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Lenser	ELEC-6076-CEFB	
Oct. 22-24	T, W, Th	8 a.m.-5 p.m.	\$719
NE City, NCLC, 104	Aden	ELEC-6076-NCFA	
Dec. 11-13	T, W, Th	8 a.m.-5 p.m.	\$719
York, YKLC, D101	Aden	ELEC-6076-YKFA	

Electrical Troubleshooting

⚠ Recommended Prerequisites: 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) **Keyword: Electrical** ▲

July 30-Aug. 1	T, W, Th	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Lenser	ELEC-6548-CEUB	
Sept. 23-25	M, T, W	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Lenser	ELEC-6548-CEFA	
Dec. 9-11	M, T, W	8 a.m.-5 p.m.	\$719
Lincoln, CEC, 406	Lenser	ELEC-6548-CEFB	

PLC Skills Series

For anyone who works with programmable logic controllers (PLC), these classes focus on background theory, application information, and programming practices of PLCs.

Fifty percent of class time is spent on hands-on exercises using custom-built PLC trainers, which will help students learn and retain the knowledge and skills to work with PLCs.

Introduction to PLCs

This course covers basic function, theory and applications of a PLC for the Automation Direct Click series.

(1.6 CEUs) **Keyword: PLCs** ❖

Sept. 10-11 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6720-CEFA	\$499
Sept. 17-18 NE City, NCLC, 104	T, W Aden	8 a.m.-5 p.m. ELEC-6720-NCFA	\$499

Basic Rockwell RS500 PLC

⚠ Prerequisite: Knowledge of industrial machine controls

This course is for people who specify or maintain RSLogix 500-based systems. An advanced version of this class also is available upon request.

(2.4 CEUs) **Keyword: PLC** ▲

Oct. 1-3 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-CEFA	\$839
-------------------------------	------------------	---------------------------------	-------

Basic Rockwell RS5000 PLC

⚠ Recommended Prerequisite: Basic Rockwell RS500 PLC (ELEC-6078) or equivalent

This course is for people who specify or maintain RSLogix 5000-based systems.

(2.4 CEUs) **Keyword: PLC** ▲

Aug. 6-8 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-CEUA	\$839
Nov. 5-7 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-CEFA	\$839

Advanced Rockwell RS5000 PLC

⚠ Recommended Prerequisites: Basic Rockwell RS500 PLC (ELEC-6078) and Basic Rockwell RS5000 PLC (ELEC-6080) or equivalent

This is an extension of Basic RS5000 for further development of knowledge and application of RS5000 Logix-based systems.

(2.4 CEUs) **Keyword: PLC**

Aug. 27-29 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-CEFA	\$839
Dec. 17-19 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-CEFB	\$839

Variable Frequency Drives

This course gives 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) **Keyword: Variable** ▲

July 9-10 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6177-CEUA	\$499
Nov. 19-21 Lincoln, CEC, 406	T, W Aden	8 a.m.-5 p.m. ELEC-6177-CEFA	\$499

Industrial Instrumentation & Control

This course is designed to increase skill levels for engineers, technicians, sales representatives, and anyone involved with manufacturing, process controls, energy generation, or automation.

(2.4 CEUs) 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.

Keyword: Industrial ▲◆

Oct. 15-17 Lincoln, CEC, 406	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6234-CEFA	\$719
---------------------------------	------------------	---------------------------------	-------

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) **Keyword: Pneumatics** ▲

Dec. 3-6 Lincoln, CEC, 406	T, W, Th, F Aden	8 a.m.-5 p.m. ELEC-6871-CEFA	\$719
-------------------------------	---------------------	---------------------------------	-------

4-Hour Journeyman Exam Prep

This class is for apprentice electricians looking for an accelerated journeyman exam prep class.

This will start with the prep class in the morning followed by the test in the afternoon. The test will be taken at the SCC Testing Center and it is not included in the price of the class. Students must purchase the test separately.

Keyword: Journeyman

Aug. 16 Lincoln, NSED	F Thelen	8 a.m.-Noon ELEC-6056-OCUA	\$149
Nov. 8 Lincoln, NSED	F Thelen	8 a.m.-Noon ELEC-6056-OCFA	\$149



Welding

Basic Welding

This is an opportunity for welders of all skill levels to enhance their skills. Classes include safe operation of MIG, TIG, Stick, and Oxyacetylene and related shop equipment through hands-on practical welding experiences.

(2.4 CEUs) TWO OPTIONS: a. Meets once a week for eight weeks or b. Meets 8 times over two weeks. Students must purchase safety glasses, leather gloves, arc-welding helmet, pliers. Wear closed-toed leather shoes, cotton pants/jeans (no shorts) and a long-sleeve cotton shirt.

Keyword: Welding ▲◆

June 1-July 27 Lincoln, LNK, K-3	S Yueill	9 a.m.-Noon WELD-6185-LNUA	\$299
No class July 6			
June 3-13 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNUB	\$299
July 8-18 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNUC	\$299
Aug. 24-Oct. 19 Lincoln, LNK, K-3	S Yueill	9 a.m.-Noon WELD-6185-LNFA	\$299
No class Aug. 31			
Sept. 9-19 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNFB	\$299
Nov. 4-14 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNFC	\$299
Dec. 9-19 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNFD	\$299



Fajat Hamael

I have previously attended classes at other institutions, but SCC's classes are ones you want to wake up early in the morning for. The instructor was extremely professional and was able to deliver the objectives of the classes.

I would recommend this class to anyone who wants to know about PLCs or other areas in electrical and automation.

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

❖ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information.

Gas Metal Arc Welding I (Steel)

This is an introduction to Gas Metal Arc Welding (MIG) theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel, and welding processes on different joint configurations are included.

(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet, and pliers. For a credit registration form, contact 402-437-2700 or continuinged@southeast.edu.

NE Resident \$184.50/Non-resident: \$216

Aug. 19-Nov. 11 M 5:30-9:10 p.m. See Above
Deshler, DESH, Shop Hatzenbuehler WELD-1000-OCFA

Gas Metal Arc Welding II (Aluminum)

⚠ Prerequisite: Successful completion of WELD-1000 or appropriate AWS Certification

This class is intermediate to advanced instruction in Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of aluminum and welding processes on different joint configurations are included.

(1.5 semester credits) Students must supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, contact 402-437-2700 or continuinged@southeast.edu.

NE Resident \$184.50/Non-resident: \$216

Aug. 21-Nov. 13 W 5:30-9:10 p.m. See Above
Deshler, DESH, Shop Hatzenbuehler WELD-1010-OCFA



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.

(0.5 CEUs) Textbook is included in course cost. NSC Certificate of Completion will be given following the examination and successful completion of the course.

Keyword: Forklift ◆ ◆ ◆

July 27	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNUA	
Aug. 24	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNFA	
Sept. 21	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNFB	
Oct. 26	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNFC	
Nov. 23	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNFD	
Dec. 14	S	8:30 a.m.-1:30 p.m.	\$139
Lincoln, LNK, M-8	Breidenstine	TRAN-4000-LNFE	

- ▲ Eligible for Gap Assistance
- ◆ Eligible for American Job Center assistance
- ◆ Nebraska City Job Enhancement Scholarship eligible

See page 30 for more information.



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. **Keyword: Precision** ▲

Sept. 9-Nov. 4	M	4:30-7:30 a.m.	\$169
Milford, ETC, 102	Pecka		
No class Oct. 14		MACH-6142-MLFA	
Sept. 9-Oct. 28	M	5-8 p.m.	\$169
Lincoln, TCA, 107	Dunkle	MACH-6142-LNFA	

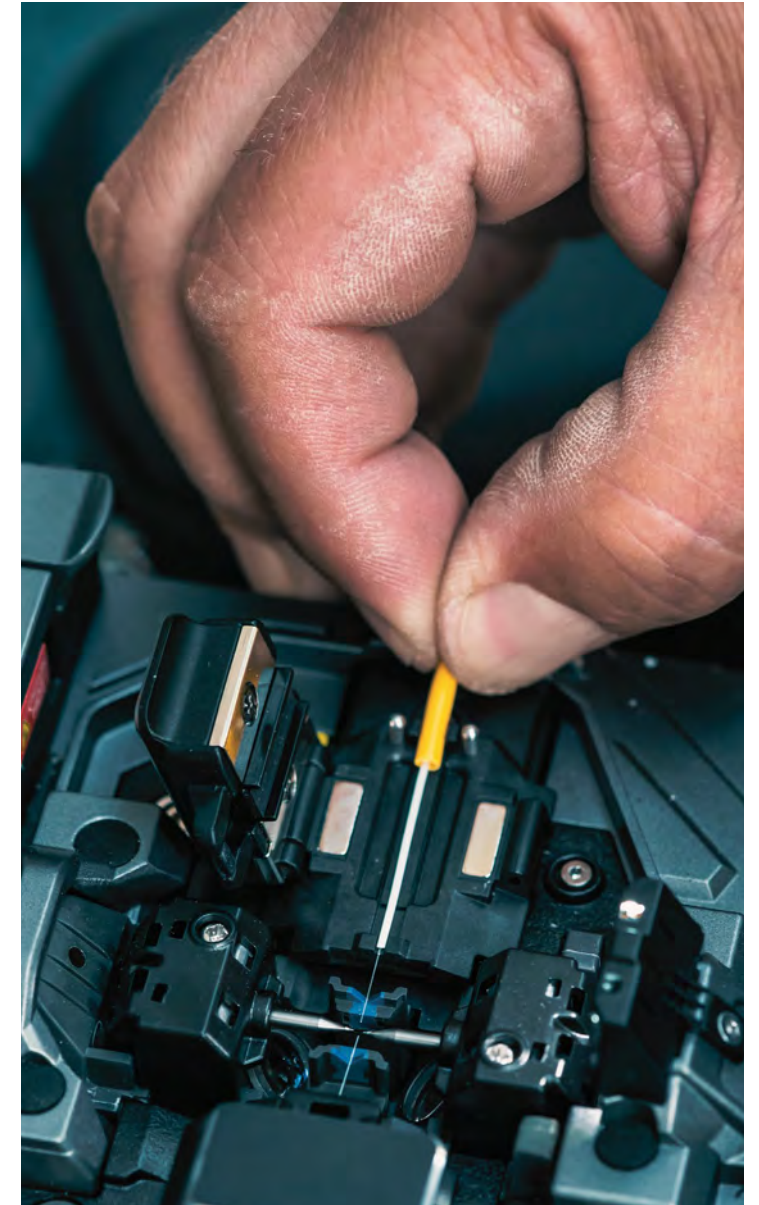
Advanced Precision Machining

⚠ Prerequisite: Must be currently enrolled in, or have graduated from the SCC Precision Machining and Automation Technology program. All others must get permission from the PMA program chair (Kirby Taylor, ktaylor@southeast.edu) 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 Precision Machining and Automation Technology program chair. Students must bring their own safety glasses. No shorts or open-toed shoes allowed. **Keyword: Precision** ▲

Sept. 9-Nov. 4	M	4:30-7:30 p.m.	\$169
Milford, ETC, 102	Pecka		
No class Oct. 14		MACH-6052-MLFA	



Fiber Optics

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

This 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 as a fiber optics technician. Upon successful completion, you will earn three industry-recognized certifications from the Fiber Optics Association and the U.S. Department of Labor.

Cost includes study materials, exam fees and textbooks for all three courses. Dropping this Boot Camp requires a minimum of eight days' advance notice to receive a full refund. SCC staff tuition waiver doesn't apply.

Keyword: Fiber ▲ ◆

Nov. 11-15	M, T, W, Th, F	8 a.m.-5 p.m.	\$2,500
Lincoln, CEC, 415	BDI	ELEC-6065-CEFA	



INDUSTRY CREDENTIALING

Food Industry

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.

The course is delivered entirely online and facilitated by SCC faculty. You will receive your assignments online through Canvas. Upon completion of each reading assignment, you will complete an online quiz. A minimum of 80% is required on each quiz to for you to qualify to take the final exam (ServSafe exam). The ServSafe exam is administered online at SCC locations in Lincoln, Beatrice, Falls City, Hebron, Nebraska City, and York.

You will need a computer (PC or laptop) with high-speed internet access (smartphones and tablets do not work) as well as working knowledge of computer and internet experience. The course textbook is available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com. Make sure to purchase the accompanying online exam access code. Please note, it may take up to 24 hours to gain access to the course once you're registered.

Class will be active now through June 24. All coursework needs to be completed by June 28. This course will reopen July 1. All coursework needs to be completed by June 27, 2025.

Keyword: Protection

Online, Canvas	Oerman	\$65	FSDT-3000-WBUCA
----------------	--------	------	-----------------

Exam Prep — CDM Credentialing Exam

This online exam prep course is designed specifically for those who are eligible to sit for the Certified Dietary Manager 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.

For registration details, contact Vicki Rethmeier at 402-437-2528 or vrethmeier@southeast.edu. Cost is \$99 per person.

Driver Education

Driver Education Instructor Training

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

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

(6.0 CEUs) Required book is available at AAA at <https://drivertraining.aaa.biz/products/how-to-drive-instructor-kit>. **Keyword: Instructor**

Aug. 19-Sept. 28	Online	\$499
Lincoln, LNK, Arranged	TRAN-3393-HBFCB	
Oct. 7-Nov. 16	Online	\$499
Lincoln, LNK, Arranged	TRAN-3393-HBFCB	



POWER SKILLS

Leadership Development

NEW! Team Design & Performance

Design, support and coach your team for success by examining the design and performance of work and project teams, including team composition, authority, communication, roles, support, and leadership.

Keyword: Team

July 11	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Hutchinson	BSAD-6114-CEUA	

Developing a Project Management Mindset

We all have projects at home, at work, at school, even at play. How do we manage to keep on top of all that needs to be done? Join us and learn how to revolutionize the way you succeed in getting things done.

(0.3 CEUs) **Keyword: Project**

Sept. 26	Th	8:30 a.m.-Noon	Slaight	\$149
LIVE Online, Zoom			BSAD-7167-TCFCA	
Lincoln, CEC, 304			BSAD-7167-CEFA	

Managing Project Risk

"I wish we would have thought about that" is a common term after projects fail. What if you could learn how to think about the various risks you'll face moving forward? Join us and you'll take away 12 power tips that will help you and your team overcome project risks.

(0.3 CEUs) **Keyword: Risk**

Oct. 10	Th	8:30 a.m.-Noon	Slaight	\$149
LIVE Online, Zoom			BSAD-7166-TCFCA	
Lincoln, CEC, 304			BSAD-7166-CEFA	

Project Leader: Servant Leader

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 do the impossible.

(0.3 CEUs) **Keyword: Leader**

Oct. 24	Th	8:30 a.m.-Noon	Slaight	\$149
LIVE Online, Zoom			BSAD-6234-TCFCA	
Lincoln, CEC, 304			BSAD-6234-CEFA	

Managing Resistance to Change

Seventy percent of change initiatives fail! Be a part of the 30% that succeed by honing the knowledge, skills and attitudes you'll need to design and drive change initiatives that keep your organization competitive and vibrant in a continually shifting business environment.

(0.6 CEUs) **Keyword: Change**

Dec. 5	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Skilz Group	BSAD-7190-CEFA	

Ethical Decision-Making Practices & Pitfalls

This program analyzes ethical decision-making models and how to recognize hidden obstacles to making good decisions. It also explores how to create a culture of ethics within an organization.

(0.6 CEUs) **Keyword: Ethical**

Oct. 16	W	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Hutchinson	BSAD-7191-CEFA	

Your Role as a Supervisor

Congratulations! You're a supervisor! Now what? Can you recall the day you were promoted to supervisor? How did you feel? Proud? Excited? Anxious? If you're like most people, you felt all these things. Well, relax. Though the challenges facing you may seem overwhelming and your chances of success uncertain, you needn't worry. An ongoing collaboration of researchers and working supervisors has amassed an impressive body of knowledge and best practices that can steer you to the success you crave.

(0.6 CEUs) **Keyword: Supervisor**

Sept. 19	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Skilz Group	BSAD-7117-CEFA	

Managing & Resolving Workplace Conflict

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.

(0.6 CEUs) **Keyword: Conflict**

Nov. 20	W	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Skilz Group	BSAD-6230-CEFA	



NEW! Customer Service Training for Front-Line Employees

Drive business success by diving into the “what,” “why” and “how” of exceptional customer service. This course provides essential principles of a customer-centric approach, engaging case studies, hands-on activities, realistic role-play scenarios, and tools and strategies necessary to deliver stellar customer service. You will transform your customer interactions into positive experiences that build lasting loyalty and make exceptional service the beating heart of your organization.

Keyword: Customer

Nebraska City			
July 11	Th	9 a.m.-Noon	\$149
NE City, NCLC, 104	Rieken	BSAD-3401-NCUA	
Oct. 3	Th	1-4 p.m.	\$149
NE City, NCLC, 104	Rieken	BSAD-3401-NCFC	
Nebraska City Chamber Members			
July 11	Th	9 a.m.-Noon	\$111.75
NE City, NCLC, 104	Rieken	BSAD-3401-NCUB	
Oct. 3	Th	1-4 p.m.	\$111.75
NE City, NCLC, 104	Rieken	BSAD-3401-NCFD	
Falls City			
Aug. 1	Th	9 a.m.-Noon	\$149
Falls City, FCLC, 109	Rieken	BSAD-3401-FCUA	
Nov. 7	Th	1-4 p.m.	\$149
Falls City, FCLC, 109	Rieken	BSAD-3401-FCFA	
Falls City Chamber Members			
Aug. 1	Th	9 a.m.-Noon	\$111.75
Falls City, FCLC, 109	Rieken	BSAD-3401-FCUB	
Nov. 7	Th	1-4 p.m.	\$111.75
Falls City, FCLC, 109	Rieken	BSAD-3401-FCFB	

Plattsmouth			
Aug. 22	Th	9 a.m.-Noon	\$149
Plattsmouth, PLLC, 102	Rieken	BSAD-3401-PLUA	
Auburn			
Sept. 5	Th	9 a.m.-Noon	\$149
Auburn, ABCH	Rieken	BSAD-3401-NCFA	
Dec. 5	Th	1-4 p.m.	\$149
Auburn, ABCH	Rieken	BSAD-3401-NCFE	
Auburn Chamber Members			
Sept. 5	Th	9 a.m.-Noon	\$111.75
Auburn, ABCH	Rieken	BSAD-3401-NCFB	
Dec. 5	Th	1-4 p.m.	\$111.75
Auburn, ABCH	Rieken	BSAD-3401-NCFF	

NEW! Customer Service Training for Supervisors

Empower your front line to deliver excellent customer service. This immersive course utilizes trainer inputs, interactive activities and role-play scenarios to help you build a thriving customer-focused culture. Discover proven strategies for building a service-driven environment where every interaction shines. Equip yourself with the tools and techniques to lead the transformation, inspire your team to embrace exceptional customer service as the norm and watch your customer satisfaction soar. **Keyword: Customer**

Nebraska City			
July 18	Th	9 a.m.-Noon	\$149
NE City, NCLC, 104	Rieken	BSAD-3400-NCUA	
Oct. 10	Th	1-4 p.m.	\$149
NE City, NCLC, 104	Rieken	BSAD-3400-NCFC	
Nebraska City Chamber Members			
July 18	Th	9 a.m.-Noon	\$111.75
NE City, NCLC, 104	Rieken	BSAD-3400-NCUB	
Oct. 10	Th	1-4 p.m.	\$111.75
NE City, NCLC, 104	Rieken	BSAD-3400-NCFD	
Falls City			
Aug. 8	Th	9 a.m.-Noon	\$149
Falls City, FCLC, 109	Rieken	BSAD-3400-FCUA	
Nov. 14	Th	1-4 p.m.	\$149
Falls City, FCLC, 109	Rieken	BSAD-3400-FCFA	
Falls City Chamber Members			
Aug. 8	Th	9 a.m.-Noon	\$111.75
Falls City, FCLC, 109	Rieken	BSAD-3400-FCUB	
Nov. 14	Th	1-4 p.m.	\$111.75
Falls City, FCLC, 109	Rieken	BSAD-3400-FCFB	
Plattsmouth			
Aug. 22	Th	1-4 p.m.	\$149
Plattsmouth, PLLC, 102	Rieken	BSAD-3400-PLUA	
Auburn			
Sept. 12	Th	9 a.m.-Noon	\$149
Auburn, ABCH	Rieken	BSAD-3400-NCFA	
Dec. 12	Th	1-4 p.m.	\$149
Auburn, ABCH	Rieken	BSAD-3400-NCFE	
Auburn Chamber Members			
Sept. 12	Th	9 a.m.-Noon	\$111.75
Auburn, ABCH	Rieken	BSAD-3400-NCFB	
Dec. 12	Th	1-4 p.m.	\$111.75
Auburn, ABCH	Rieken	BSAD-3400-NCFF	

NEW! Improved Employee Coaching (for Supervisors/Managers)

Discover the transformative power of coaching; watch your team members soar to new heights and become a leader who unlocks the potential within every employee. This highly-interactive course explores effective coaching techniques that build rapport and increase engagement, productivity and talent retention. Learn to guide, not dictate, as you utilize proven strategies to involve employees in the coaching process, establish goals, generate buy-in, provide constructive feedback, and foster a supportive environment for employee development. Invest in this powerful skill and become a catalyst for success, both for your employees and your organization. **Keyword: Employee**

Plattsmouth			
Sept. 19	Th	9 a.m.-4 p.m.	\$229
Plattsmouth, PLLC, 102	Rieken	BSAD-3402-PLFA	
Nebraska City			
Sept. 26	Th	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Rieken	BSAD-3402-NCFA	
Nebraska City Chamber Members			
Sept. 26	Th	9 a.m.-4 p.m.	\$171.75
NE City, NCLC, 104	Rieken	BSAD-3402-NCFB	
Falls City			
Oct. 24	Th	9 a.m.-4 p.m.	\$229
Falls City, FCLC, 109	Rieken	BSAD-3402-FCFA	
Falls City Chamber Members			
Oct. 24	Th	9 a.m.-4 p.m.	\$171.75
Falls City, FCLC, 109	Rieken	BSAD-3402-FCFB	
Auburn			
Nov. 5	T	9 a.m.-4 p.m.	\$229
Auburn, ABCH	Rieken	BSAD-3402-NCFC	
Auburn Chamber Members			
Nov. 5	T	9 a.m.-4 p.m.	\$171.75
Auburn, ABCH	Rieken	BSAD-3402-NCFD	

Instructor
Paul Rieken

He is the owner of Normative Point, LLC, is an experienced trainer who will facilitate the training classes. He has led thousands of hours of professional development initiatives throughout his career and has extensive experience facilitating organizational, team, leader, and individual development initiatives. Paul has a Bachelor’s degree in Human and Social Services Administration and a master’s degree in Organizational Performance.



Developing Successful Employees

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

(0.6 CEUs) **Keyword: Developing**

Oct. 24	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Skilz Group	BSAD-6228-CEFA	

Practical Skills in Negotiation & Conflict Management

Learn the theory and practice of interest-based negotiation and mediation techniques and gain the skills that will lead to increased success in negotiating agreements and managing conflict.

(0.6 CEUs) **Keyword: Conflict**

Nov. 14	Th	9 a.m.-4 p.m.	\$229
Lincoln, CEC, 302	Hutchinson	BSAD-3715-CEFA	

Human Resources

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 HR membership
- Individual instructor consultation

(2.1 CEUs) **Keyword: Resource** ▲ ◆

Sept. 18-Nov. 6	W	1-4 p.m.	\$2,950
LIVE Online, Zoom	Yankech		
No class Oct. 23			BSAD-3044-TCFCA
Sept. 18-Nov. 6			\$2,950
Online, Canvas	Yankech		BSAD-3044-WBFCB



WATCH
Scan the code
to learn more
about this course.



The Employee Experience

The employee experience impacts the successful recruitment of qualified applicants, employee satisfaction and retention, and today it is as vital as salaries and benefits.

We will focus on three critical EX elements of leadership, culture and strategy and will highlight considerations for senior leaders, human resource professionals, managers, and employees. Organizational behavior concepts such as decision-making, cultural change, agile organization, and organizational assessment will be emphasized during this interactive course. If you want to make a difference, we invite you to join us.

(1.2 CEUs) **Keyword: Employee**

Nov. 13-Dec. 11	W	1-4 p.m.	\$495
LIVE Online, Zoom	Yankech		
No class Nov. 27			BSAD-3714-TCFCA



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

This program has been approved for 12 business credit hours through HRCI.

- ▲ Eligible for Gap Assistance
- ◆ Eligible for American Job Center assistance

See page 30 for more information.

Facilitator DR. JIM YANKECH, Ph.D.

Tell us a little bit about the courses you teach.

I teach human resource management at SCC. This fall I also will teach "The Employee Experience." People work because they either want or need a paycheck. But why do people stay with or leave an organization? The answer is relationships—professional relationships of course. Healthy and productive organizations and cultures are built upon mutually supportive professional relationships. These two courses emphasize the responsibilities of both leaders and employees relative to organizational success.

What are students learning in these courses and how do they apply to the real world now?

Theories, laws, regulations, and practicalities are offered in these courses. Effective leadership and management are required to navigate the complicated world of organizational success. Courses cover not only fundamental knowledge but also strategic considerations.

“Companies, organizations and governmental bodies continue adjusting to the current workforce realities.

Wages have increased, employee expectations have changed and leaders are adapting to virtual and hybrid work arrangements. Employers, and employees, also are adjusting to present-day expectations relative to employee training and development. Traditional four-year post-secondary degrees are scrutinized more than ever. These circumstances highlight the value of flexible and responsive SCC programs.”

Why is it important for companies and businesses to upskill their employees?

Constant change requires employees and employers to continuously monitor training and development needs. The need for “agility” is relevant for both employees and employers.

Why should businesses/ companies consider sending employees to these trainings?

Today's young professionals value opportunities for professional development as much as if not more so than salaries and benefits. They are forward-looking and thinking and want to know what opportunities are available within—and admittedly outside—their current employer. Working in a healthy and supportive culture is also important to today's employees and post-secondary students.





ENTREPRENEURSHIP CENTER & FOCUS SUITES



SCC's Focus Suites provide a professional and comfortable place to run an actual business. 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.

SMALL-BUSINESS DEVELOPMENT

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 learn a few tips and tricks. **Keyword: Business**

Sept. 11	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6883-TCFFA	
Nov. 14	Th	7-8 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6883-TCFFB	

NEW! Networking for Home-Based Business

Do you find home-based business networking difficult? Join us for an opportunity to learn networking tips and ideas while connecting with other southeast Nebraska home-based business owners. **Keyword: Business**

Aug. 21	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6884-TCFFA	
Sept. 26	Th	7-8 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6884-TCFFB	

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.

(0.4 CEUs) **Keyword: Accounting**

July 10	W	8:30 a.m.-12:30 p.m.	\$79
Lincoln, CEC, 402	Johnson	ACCT-7293-CEUA	
Nov. 20	W	8:30 a.m.-12:30 p.m.	\$79
Lincoln, CEC, 402	Johnson	ACCT-7293-CEFA	

Services

- Focus Suites Memberships (with and without office rental space)
- Focus Coaching
- Perk Up Thursday Weekly Coffee, Do Business for Real Book Club and 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 (or virtual membership if office space is not needed)
- Supportive, collaborative community culture
- Flexible leases and affordable rental rates
- Free parking and 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.

Email Brooke at blenhoff@southeast.edu for Zoom access to Perk Up Thursday or Book Club, to be added to our mailing list, or to schedule a free consultation.

Do Business for Real Book Club

This is a low-commitment and casual book club, and you don't have to read the chapters to attend our meetings. Come when you can, leave when you need to and read what you want.

Attend Tuesdays at noon in person or via Zoom and feel free to bring your lunch!

For book information, Zoom access and additional resources, check out our: Do Business For Real Book Club Facebook group: facebook.com/groups/dobusinessforrealbookclub

Perk Up Thursday Weekly Coffee

Join us at 10 a.m. for relaxed networking and our spotlight speaker who shares stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started, what they have learned along the way (the good, the bad and sometimes the ugly) and what keeps them perked up and passionate about what they do. Attend in person at the SCC Focus Suites, 3rd Floor Commons, 285 S. 68th St. Place, Lincoln, or via Zoom.

For more information on the Focus Suites opportunities, visit



or call us at 402-323-3629. Follow the Focus Suites on Facebook® (SCC.Eship).

FINANCIAL RESOURCES

▲ Gap Assistance

This program provides need-based financial support for tuition and other eligible costs for approved, short-term non-credit training opportunities focused on employment and select credit courses.

connect to learn more

Heather Bloomquist
• 402-323-3394
• hbloomquist@southeast.edu

CE Scholarship

The Southeast Community College's Continuing Education scholarship are one-time awards to help students take the next step in pursuing their personal or professional goals. The CE Scholarship will award 75% of the tuition up to \$100.

scan to learn more



or contact
Paul Lytle at
402-437-2508 or
plytle@southeast.edu



Empowering Nebraskans to achieve economic independence and thrive in work and life in partnership with employers

We help job seekers and employers by providing a variety of no cost employment support services

connect to learn more:

ajc.lincoln.ne.gov
402-441-1640
1330 N St. Lincoln, NE

● **NEworks - ETPL Approved Programs** can be found at:

<https://bit.ly/4c3PG3d> (Click on Training Services, then select ETPL Approved Programs.)

❖ Job Enhancement Scholarship

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?

Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

This scholarship is for Nebraska City residents only and applies to selected courses.

scan to learn more and apply



or contact
Cindy Meyer at
402-323-3636 or
cmeyer@southeast.edu

Funds are being provided by the Nebraska City Community Foundation Fund



We are problem solvers. We listen and ask the right questions to make sure we understand your business and workforce needs. We believe in collaboration and designing solutions for long-term success. With our tailored approach, you can hold training sessions where it works best for you and your team, whether you prefer in-person training at your office, on-site at one of our locations or through virtual training sessions.

Our Process



Discover

What does success look like for you? We will conduct a thorough needs analysis to identify key learning and business outcomes.



Design

Together we will design a plan based on your organization's needs, goals, budget, and best-practices. We will select an instructor with the content expertise and teaching style that fits your organization.



Customize

Customized content is designed to fit your needs. Considerations include your employees' learning styles and knowledge levels, as well as your company's culture.



Deliver

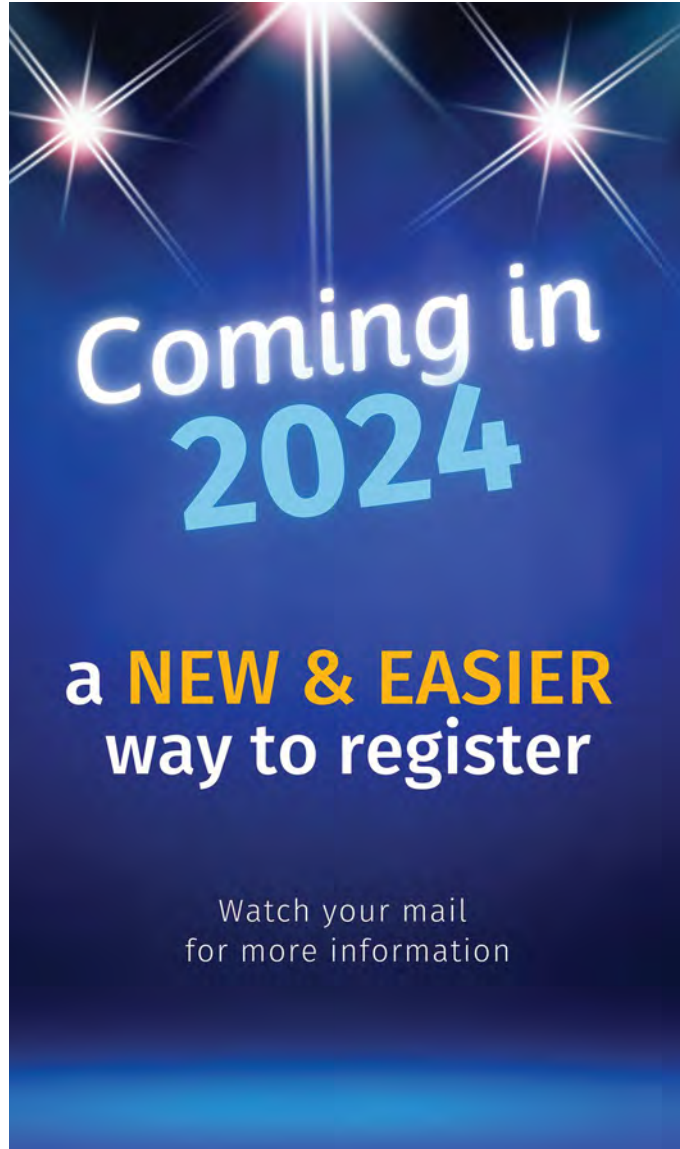
Your employees can expect a training experience that combines industry expertise with valuable insights led by our knowledgeable and dynamic instructors.



Evaluate

How do you measure success? Together we will devise evaluation metrics and practices that you can put into place to help reinforce the concepts learned and help your organization measure the effectiveness of the training.

Contact a Client Manager
402-437-2507
training@southeast.edu



**Coming in
2024**

**a NEW & EASIER
way to register**

Watch your mail
for more information



continuinged@southeast.edu
402-437-2700

WAYS TO REGISTER

ONLINE

- southeast.edu/business-and-community
- Use the course **KEY WORD** or **COURSE #** to find the class
- Register and Pay (Print the confirmation screen for your records.)

IN PERSON

at the SCC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln

- 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.

and at our other SCC campuses and Learning Center locations during business hours (see next page for location addresses and contact information).

ADDITIONAL INFORMATION

Cancellation/Refund Policy
<https://bit.ly/3PScUPB>

ADA Reasonable Accommodations
southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/guidelines-and-procedures/reasonable-accommodations.php

FERPA and Social Security Number
southeast.edu/footer/privacy-statement.php

Accredited by the Higher Learning Commission.

SCC is an equal opportunity educator and employer. SCC es un patrono con Igualdad de Oportunidades en el Empleo y la Educación. // southeast.edu/diversity

we are where you are

LOCATIONS

Auburn, ABCH.....Auburn City Hall/ Chamber of Commerce 1101 J St., Auburn, NE	Lincoln, TCA.....The Career Academy at SCC Lincoln Campus 8800 O St., Lincoln, NE
BeatriceBeatrice Campus 4771 W. Scott Road, Beatrice, NE 402-228-3468	Milford, ETCMilford Campus Eicher Technical Center 600 State St., Milford, NE 402-761-2131
Deshler, DESH Deshler High School 1402 Third St., Deshler, NE	NE City, NCLC.....Learning Center at Nebraska City 1406 Central Ave., Nebraska City, NE 402-323-3636
Falls City, FCLC.....Learning Center at Falls City 3200 Bill Schock Blvd., Falls City, NE 402-323-3396	Plattsmouth, PLLC.....Learning Center at Plattsmouth 537 Main St., Plattsmouth, NE 402-437-2298
Hebron, HNLC.....Learning Center at Hebron 610 Jefferson Ave., Hebron, NE 402-323-5591	Wahoo, WHLCLearning Center at Wahoo 536 N. Broadway St., Wahoo, NE 402-323-5581
Hebron, STAC.....Stastny Community Center 1350 Dove Road, Hebron, NE	York, YKLC Learning Center at York 401 N. Lincoln Ave., York, NE 402-323-3634
Lincoln, CEC.....SCC Jack J. Huck Continuing Education Center 301 S. 68th St. Place, Lincoln, NE 402-437-2700	
Lincoln, LNK Lincoln Campus 8800 O St., Lincoln, NE 402-471-3333	
Lincoln, NSED.....Nebraska State Electrical Division 1220 Lincoln Mall Suite 125, Lincoln, NE	

**SCAN TO STAY
UP-TO-DATE
WITH
TRAINING AND
DEVELOPMENT**





ed2go

Become a Veterinary Assistant
Become a Veterinary Assistant II:
Canine Reproduction (Self-Guided)
A to Z Grant Writing
Stocks, Bonds, and Investing: Oh, My!
Grammar Refresher

More
Information 

CareerStep

Medical Coding
and Billing



Medical Scribe

