Business & Professional Development

JANUARY-JUNE 2025

Unlock Your Potential

Southeast Community College
CONTINUING EDUCATION

» southeast.edu

Computers & Technology

Industry Credentialing

Health Care

Power Skills

Trades & Industry

Small-Business Development

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

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

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

See page 30 for more information.

2

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**

Jan. 30-July 3 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-6300-TCSCA	$5,400
Feb. 25-July 29 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-6300-TCSCB	$5,400
March 27-Aug. 28 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-6300-TCSCC	$5,400
April 30-Oct. 1 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-6300-TCSCD	$5,400
May 27-Oct. 28 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-6300-TCUCA	$5,400
June 26-Dec. 4 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-6300-TCUCB	$5,400

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.

(16.0 CEUs) Keyword: Digital

Jan. 30-May 22 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. BSAD-7756-TCSCA	$4,500
Feb. 25-June 16 LIVE Online, Zoom	T Promineo	7-8:30 p.m. BSAD-7756-TCSCB	$4,500
March 27-June 17 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. BSAD-7756-TCSCC	$4,500
April 30-Aug. 20 LIVE Online, Zoom	W Promineo	7-8:30 p.m. BSAD-7756-TCSCD	$4,500
May 27-Sept. 16 LIVE Online, Zoom	T Promineo	7-8:30 p.m. BSAD-7756-TCUCA	$4,500
June 26-Oct. 16 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. BSAD-7756-TCUCB	$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.

(18.0 CEUs) Keyword: Bootcamp ▲●

Jan. 30-June 5 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7754-TCSCA	$4,500
Feb. 25-July 1 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7754-TCSCB	$4,500
March 27-July 31 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7754-TCSCC	$4,500
April 30-Sept. 3 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7754-TCSCD	$4,500
May 27-Sept. 30 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7754-TCUCA	$4,500
June 26-Oct. 30 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7754-TCUCB	$4,500

Register Today!

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.

(26.0 CEUs) Keyword: Bootcamp ▲●

Jan. 30-July 31 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7755-TCSCA	$5,400
Feb. 25-Aug. 26 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7755-TCSCB	$5,400
March 27-Sept. 25 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7755-TCSCC	$5,400
April 30-Oct. 29 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7755-TCSCD	$5,400
May 27-Dec. 2 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7755-TCUCA	$5,400
June 26-Jan. 15 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7755-TCUCB	$5,400

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.
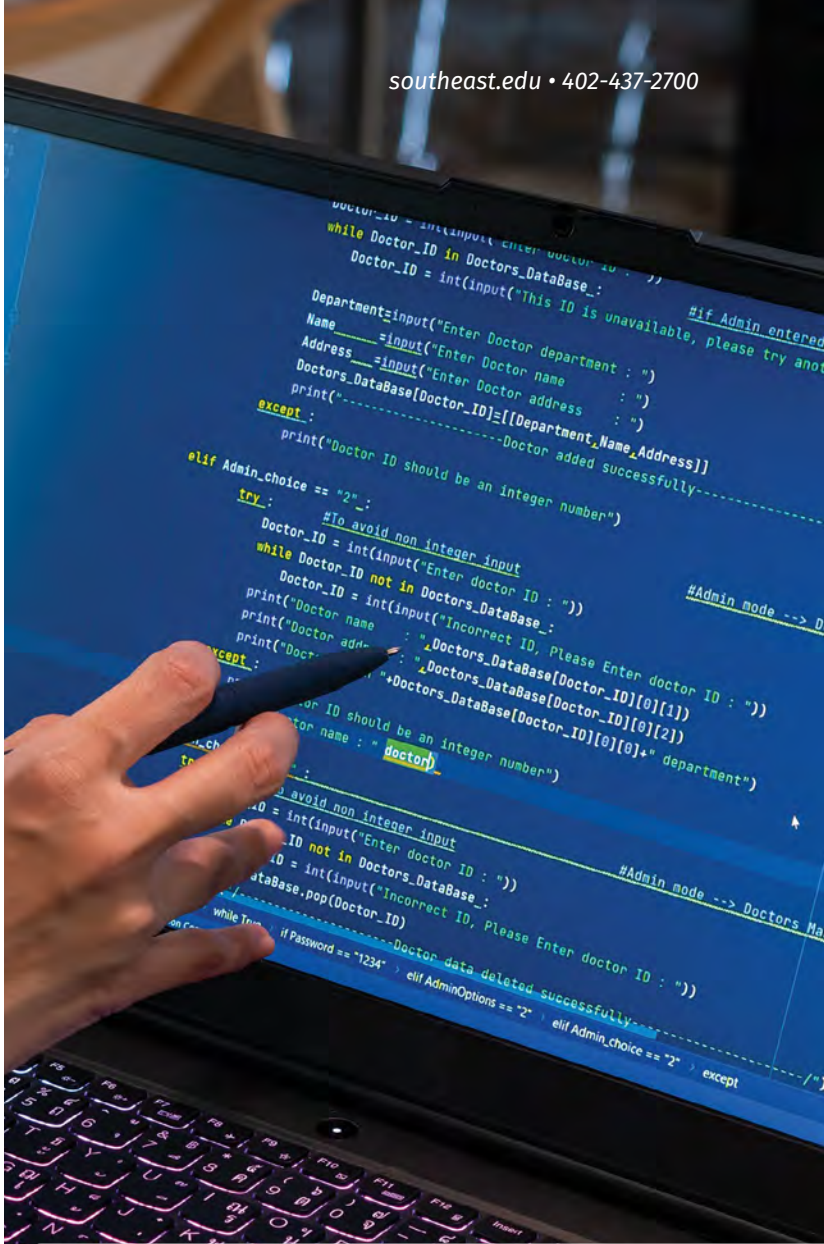
(18.0 CEUs) Keyword: Bootcamp ▲●◆

Jan. 30-June 5 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCSCA	$4,500
Feb. 25-July 1 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7753-TCSCB	$4,500
March 27-July 31 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCSCC	$4,500
April 30-Sept. 3 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7753-TCSCD	$4,500
May 27-Sept. 30 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7753-TCUCA	$4,500
June 26-Oct. 30 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCUCB	$4,500

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

March 4-18 Lincoln, SGTC, 103	T, Th Goossen	10 a.m.-Noon INFO-3945-LNSA	$225
May 7-21 Lincoln, SGTC, 103	W, F Goossen	10 a.m.-Noon INFO-3945-LNSB	$225

3

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**

March 1	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-7712-LNSA	
April 22-29	T, Th	6-8:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-7712-LNSB	

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**

Jan. 25	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-3621-LNSA	
March 15	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-3621-LNSB	
May 17	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-3621-LNSC	

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** 📖

Feb. 1	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-7709-LNSA	
April 5	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-7709-LNSB	

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**

April 19	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Beck	GDMA-7714-LNSA	

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**

March 21	F	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Massey	GDMA-7710-LNSA	

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 training@southeast.edu.

Register Today!

Intro to Microsoft Power Automate & Power Automate Desktop

This course provides an introduction to Power Automate and Power Automate Desktop, offering participants the ability to streamline repetitive tasks with little or no programming experience. Students will learn to build automated workflows and exercise light computational logic in a user-friendly environment. This program enables non-coders to create customized solutions to enhance efficiency, optimize processes and increase productivity through automation.

(0.4 CEUs) **Keyword: Power**

Jan. 21	T	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-3921-LNSA	
April 9	W	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-3921-LNSB	

NEW! Power BI

This course will introduce Power BI to users who are comfortable with Excel and wish to begin using the Microsoft Power Platform to make the most of their data. You will discuss basics of data management, explore the Power BI environment, create connections to data sources in Power BI, create and manipulate reports in Power BI, and share reports and dashboards in the Power BI service.

(0.4 CEUs) **Keyword: Power**

March 20	Th	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7612-LNSA	
June 19	Th	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7612-LNUA	

Basic Data Management with Power Pivot, Power Query & Power BI

Learn to locate, import, and transform data sets with Power Query, create and manage data models for generating reports with Power Pivot, and interpret and share data reports and dashboards in Power BI. Begin practicing the basics of data management with this introductory course to get more out of your business data. **Keyword: Data**

Jan. 28	T	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-4602-LNSA	
April 15	T	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-4602-LNSB	

PowerPoint: Basic

Prerequisite: Basic Computer Class 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** 📖 ❖

Feb. 13	Th	9 a.m.-5 p.m.	$159
NE City, NCLC, 104	McKinney	OFFT-7245-NCSA	
May 19	M	9 a.m.-5:30 p.m.	$159
NE City, NCLC, 104	McKinney	OFFT-7245-NCUA	

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**

Feb. 4	T	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7709-LNSA	
March 27	Th	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7709-LNSB	
April 17	Th	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7709-LNSC	

Word: Basic

⚠ Prerequisite: Basic Computer Class 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** 📖 ❖

Feb. 10	M	9 a.m.-5 p.m.	$159
NE City, NCLC, 104	McKinney	OFFT-7238-NCSA	
May 13	T	9 a.m.-5:30 p.m.	$159
NE City, NCLC, 104	McKinney	OFFT-7238-NCSB	

Excel 2021: Basic

⚠ Prerequisite: Basic Computer Class 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** 📖

Jan. 16	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNSA	
Feb. 7	F	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNSB	
March 5	W	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Maltas	OFFT-7703-LNSC	
April 4	F	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNSD	
May 6	T	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 402	Maltas	OFFT-7703-LNSE	
June 5	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNUA	

📖 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.

❖ **Nebraska City Job Enhancement Scholarship eligible**

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 📖

Date	Location	Day	Instructor	Time	Fee	Section
Jan. 23	Lincoln, SGTC, 103	Th	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNSA
Feb. 14	Lincoln, TBA	F	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNSB
March 28	Lincoln, SGTC, 103	W	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNSC
April 11	Lincoln, SGTC, 103	F	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNSD
May 13	Lincoln, SGTC, 103	T	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNSE
June 12	Lincoln, SGTC, 103	Th	Maltas	8:30 a.m.-4:30 p.m.	$159	OFFT-7704-LNUA

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 📖

Date	Location	Day	Instructor	Time	Fee	Section
Feb. 27	Lincoln, SGTC, 103	Th	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7705-LNSA
April 23	Lincoln, CEC, 402	W	Maltas	8:30 a.m.-4:30 p.m.	$159	OFFT-7705-LNSB
June 17	Lincoln, SGTC, 103	T	Goossen	8:30 a.m.-4:30 p.m.	$159	OFFT-7705-LNUA

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. **Keyword: QuickBooks** 📖

Part 1					
Jan. 8	Lincoln, CEC, 402	W	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7291-CESA
Feb. 19	Lincoln, CEC, 402	W	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7291-CESB
April 3	Lincoln, CEC, 402	Th	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7291-CESC
May 21	Lincoln, CEC, 402	W	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7291-CEUA

Part 2					
Jan. 9	Lincoln, CEC, 402	Th	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7292-CESA
Feb. 26	Lincoln, CEC, 402	W	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7292-CESB
April 10	Lincoln, CEC, 402	Th	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7292-CESC
May 22	Lincoln, CEC, 402	Th	Johnson	8:30 a.m.-4:30 p.m.	$159	ACCT-7292-CEUA

NEW! Windows Operating System Intermediate Skills

This course is designed to help you with basic computer skills to make your computer more efficient. You will learn how to maximize storage, identify the version of Windows, and locate the tools in the Settings and Control Panel. Extra attention will be given to removing unwanted files and software and streamlining antivirus and anti-malware.

(0.5 CEUs) Keyword: Excel

Date	Location	Day	Instructor	Time	Fee	Section
March 10	Lincoln, SGTC, 103	M	Goosen	Noon-5 p.m.	$50	OFFT-7613-LNSA
June 9	Lincoln, SGTC, 103	M	Goosen	8 a.m.-1 p.m.	$50	OFFT-7613-LNUA

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.

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.

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.

(0.5 CEUs) Keyword: Computer

Date	Location	Day	Instructor	Time	Fee	Section
Jan. 8	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	OFFT-7606-LNSA
Feb. 5	Lincoln, SGTC, 103	W	Goossen	8 a.m.-1 p.m.	$50	OFFT-7606-LNSB
March 5	Lincoln, SGTC, 428	W	Goossen	Noon-5 p.m.	$50	OFFT-7606-LNSC
April 5	Lincoln, SGTC, 103	S	Goossen	8 a.m.-1 p.m.	$50	OFFT-7606-LNSD

NEW! Basic Software Skills MS Word

You will be introduced to basic tools and techniques in Microsoft Word, including creating new documents, adjusting formatting choices, adding shapes and tables, and managing files. As part of our Northstar offerings, this course is designed for students who are looking to learn the basics of their computers and upskill for the workplace.

(0.5 CEUs) Keyword: Word

Date	Location	Day	Instructor	Time	Fee	Section
Feb. 3	Lincoln, SGTC, 103	M	Goosen	Noon-5 p.m.	$50	OFFT-7614-LNSA
May 5	Lincoln, SGTC, 103	M	Goosen	8 a.m.-1 p.m.	$50	OFFT-7614-LNSB

NEW! Basic Software Skills MS Excel

As part of the Northstar curriculum, this class is designed for beginners who wish to get started with the Excel software. You will be introduced to the basic tools in Microsoft Excel, including the interface and most important tasks, and will guide you to use simple formulas and charts.

(0.5 CEUs) Keyword: Excel

Date	Location	Day	Instructor	Time	Fee	Section
Feb. 10	Lincoln, SGTC, 103	M	Goosen	Noon-5 p.m.	$50	OFFT-7610-LNSA
May 12	Lincoln, SGTC, 103	M	Goosen	8 a.m.-1 p.m.	$50	OFFT-7610-LNSB

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 will also create shortcuts, and lessons on internet privacy, viruses and email scams.

(0.5 CEUs) Keyword: Internet

Date	Location	Day	Instructor	Time	Fee	Section
Jan. 15	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	INFO-7607-LNSA
Feb. 12	Lincoln, SGTC, 103	W	Goossen	8 a.m.-1 p.m.	$50	INFO-7607-LNSB
March 12	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	INFO-7607-LNSC
April 12	Lincoln, SGTC, 103	S	Goossen	8 a.m.-1 p.m.	$50	INFO-7607-LNSD

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.

(0.5 CEUs) Keyword: Email

Date	Location	Day	Instructor	Time	Fee	Section
Jan. 22	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	OFFT-7608-LNSA
Feb. 19	Lincoln, SGTC, 103	W	Goossen	8 a.m.-1 p.m.	$50	OFFT-7608-LNSB
March 19	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	OFFT-7608-LNSC
April 19	Lincoln, SGTC, 103	S	Goossen	8 a.m.-1 p.m.	$50	OFFT-7608-LNSD

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.

(0.5 CEUs) Keyword: Windows

Date	Location	Day	Instructor	Time	Fee	Section
Jan. 29	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	OFFT-7609-LNSA
Feb. 26	Lincoln, SGTC, 103	W	Goossen	8 a.m.-1 p.m.	$50	OFFT-7609-LNSB
March 26	Lincoln, SGTC, 103	W	Goossen	Noon-5 p.m.	$50	OFFT-7609-LNSC
April 26	Lincoln, SGTC, 103	S	Goossen	8 a.m.-1 p.m.	$50	OFFT-7609-LNSD

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

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**

Feb. 22	S	10 a.m.-3:30 p.m.	$125
Lincoln, SGTC, 103	Goossen	INFO-3947-LNSA	
May 24	S	10 a.m.-3:30 p.m.	$125
Lincoln, SGTC, 103	Goossen	INFO-3947-LNUA	

Internet

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**

Jan. 15	T	1:30-4:30 p.m.	$49
NE City, NCLC, 103	McKinney	AREA-0945-NCSA	

8

NEW! Cybersecurity Basics

You will gain essential skills for staying safe online, including using the internet and email securely, spotting scams and safeguarding personal information on social media.

(0.5 CEUs) Designed for beginners and those who do not feel confident in their computer skills, this session will focus on simple, practical steps for every day users. **Keyword: Cybersecurity**

Feb. 17	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNSA	
March 17	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNSB	
April 21	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNSC	
June 16	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNUA	

NEW! CertNexus Cyber Safe

This course will discuss cybersecurity practices for the workplace. You will identify the need for security; secure devices like desktops, laptops and smartphones; and how to use the internet securely in a professional environment.

(0.5 CEUs) **Keyword: Cyber**

March 24	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	INFO-7000-LNSA	
June 24	M	Noon-5 p.m.	$129
Lincoln, SGTC, 103	Goossen	INFO-7000-LNUA	

Register Today!

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**

March 25-27	T, Th	6:30-8:30 p.m.	$29
Hebron, HNLC, 102	Clauson	AREA-1190-HNSA	

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**

Jan. 29	W	1-4 p.m.	$49
NE City, NCLC, 103	McKinney	AREA-1407-NCSA	

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-FCSA
Nebraska City Area	$99	AREA-0927-NCSA
Plattsmouth Area	$99	AREA-0927-PLSA
Wahoo Area	$99	AREA-0927-WHSA
York Area	$99	AREA-0927-YKSA

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-FCSA
Nebraska City Area	$35	AREA-0880-NCSA
Plattsmouth Area	$35	AREA-0880-PLSA
Wahoo Area	$35	AREA-0880-WHSA
York Area	$35	AREA-0880-YKSA

ed2go

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Popular Courses

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» Introduction to Interior Design
» A to Z Grant Writing
» Employment Law Fundamentals
» Grammar Refresher

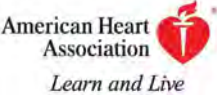*More Information*

9

HEALTH CARE

Mental Health

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

Jan. 16-23 Lincoln, CEC, 404	Th Schluter	12:30-4:30 p.m. HLTH-3033-CESA	$89
Feb. 4 NE City, NCLC, 104	T Schluter	8 a.m.-4:30 p.m. HLTH-3033-NCSA	$89
Feb. 19 Lincoln, CEC, 214	W Schluter	8 a.m.-4:30 p.m. HLTH-3033-CESB	$89
March 19-26 Lincoln, CEC, 403	W Schluter	5-9 p.m. HLTH-3033-CESC	$89
March 22 Hebron, HNLC, 101	S Schluter	8 a.m.-4:30 p.m. HLTH-3033-HNSA	$89

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

Jan. 16 Falls City, FCLC, 102	Th	6-9 p.m. HLTH-3500-FCSA	$59
Feb. 5 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CESA	$59
March 1 Falls City, FCLC, 102	S	9 a.m.-Noon HLTH-3500-FCSB	$59
April 9 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CESB	$59
April 9 NE City, NCLC, 102	W	6-9 p.m. HLTH-3500-NCSA	$59
June 11 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3500-CEUA	$59
June 11 Falls City, FCLC, 109	W	6-9 p.m. HLTH-3500-FCUA	$59

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

This class meets the CPR AED requirements for day cares.
Keyword: AED

Jan. 8 Lincoln, CEC, 109B	W Registration Deadline: Jan. 6	6-6:45 p.m. HLTH-3501-HBSCA	$59
March 12 Lincoln, CEC, 109B	W Registration Deadline: March 10	6-6:45 p.m. HLTH-3501-HBSCB	$59
March 18 Plattsmouth, PLLC, 104 Registration Deadline: March 16	T Buchholz	5:30-6:15 p.m. HLTH-3501-HBSPA	$59
May 7 Lincoln, CEC, 109B	W Registration Deadline: May 5	6-6:45 p.m. HLTH 3501-HBSCC	$59

Let us come to you!

Bringing CPR to your team has never been easier!

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

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**

Jan. 14 Lincoln, CEC, 109B	T Registration Deadline: Jan. 12	1-2:30 p.m. HLTH-3253-HBSCA	$65.50
Jan. 18 Lincoln, CEC, 109B	S Registration Deadline: Jan. 16	9-10:30 a.m. HLTH-3253-HBSCB	$65.50
Jan. 21 Lincoln, CEC, 109B	T Registration Deadline: Jan. 19	6-7:30 p.m. HLTH-3253-HBSCC	$65.50
Feb. 4 Lincoln, CEC, 109B	T Registration Deadline: Feb. 2	6-7:30 p.m. HLTH-3253-HBSCD	$65.50
Feb. 15 Lincoln, CEC, TBA	S Registration Deadline: Feb. 13	9-10:30 a.m. HLTH-3253-HBSCE	$65.50
Feb. 20 Lincoln, CEC, 109B	Th Registration Deadline: Feb. 18	6-7:30 p.m. HLTH-3253-HBSCF	$65.50
March 5 Lincoln, CEC, 109B	W Registration Deadline: March 3	1-2:30 p.m. HLTH-3253-HBSCG	$65.50
March 18 Lincoln, CEC, 109B	T Registration Deadline: March 16	6-7:30 p.m. HLTH-3253-HBSCH	$65.50
April 5 Lincoln, CEC, 109B	S Registration Deadline: April 3	9-10:30 a.m. HLTH-3253-HBSCI	$65.50
April 29 Lincoln, CEC, 109B	T Registration Deadline: April 27	6-7:30 p.m. HLTH-3253-HBSCJ	$65.50
May 10 Lincoln, CEC, 109B	S Registration Deadline: May 8	9-10:30 a.m. HLTH-3253-HBSCK	$65.50
May 13 Lincoln, CEC, TBA	T Registration Deadline: May 11	1-2:30 p.m. HLTH-3253-HBSCL	$65.50
June 5 Lincoln, CEC, 109B	Th Registration Deadline: June 3	1-2:30 p.m. HLTH-3253-HBUCA	$65.50
June 26 Lincoln, CEC, 109B	Th Registration Deadline: June 3	6-7:30 p.m. HLTH-3253-HBUCB	$65.50
Plattsmouth			
March 18 Plattsmouth, PLLC, 104 Registration Deadline: March 16	T Buchholz	5:30-7 p.m. HLTH-3253-HBSPA	$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**

Jan. 21 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3499-CESA	$25
Feb. 15 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CESB	$25
March 5 Lincoln, CEC, 109B	W	1-2:30 p.m. HLTH-3499-CESC	$25
April 29 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3499-CESD	$25
May 10 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CESE	$25
June 5 Lincoln, CEC, 109B	Th	1-2:30 p.m. HLTH-3499-CEUA	$25

Register Today!

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**

Jan. 7 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESA	$63
Jan. 11 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESB	$63
Jan. 16 Lincoln, CEC, 109B	Th	8:30 a.m.-1 p.m. HLTH-3251-CESC	$63
Jan. 25 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESD	$63
Jan. 28 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESE	$63
Jan. 30 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESF	$63
Feb. 8 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CDSG	$63
Feb. 11 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESH	$63
Feb. 18 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESI	$63
Feb. 22 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESJ	$63
Feb. 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESK	$63
Feb. 27 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESL	$63
March 4 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESM	$63
March 8 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESN	$63
March 11 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESO	$63
March 22 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESP	$63
March 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESQ	$63
March 29 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESR	$63
April 2 Lincoln, CEC, 109B	W	8:30 a.m.-1 p.m. HLTH-3251-CESS	$63
April 8 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEST	$63
April 12 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESU	$63
April 15 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESV	$63
April 22 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESW	$63
April 26 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESX	$63
May 3 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESY	$63
May 15 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESZ	$63
May 17 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESAA	$63
May 20 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUA	$63
May 22 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEUB	$63
May 27 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUC	$63
May 31 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUD	$63
June 3 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUE	$63
June 7 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUF	$63
June 10 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUG	$63
June 21 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUH	$63
June 24 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUI	$63
June 28 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUJ	$63
Falls City			
Feb. 6 Falls City, FCLC, 102	Th Buchholz	5:30-10 p.m. HLTH-3251-FCSA	$63
Nebraska City			
Feb. 13 NE City, NCLC, 104	Th Buchholz	5:30-10 p.m. HLTH-3251-NCSA	$63

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

Feb. 12 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3505-CESA	$59
April 16 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3505-CESB	$59
June 18 Lincoln, CEC, 109B	W	6-9 p.m. HLTH-3505-CEUA	$59

HB | Heartsaver® First Aid Online + Skills Session

This class meets the First Aid requirements for day cares.
Keyword: Aid

Jan. 8 Lincoln, CEC, 109B	W Registration Deadline: Jan. 6	7-7:45 p.m. HLTH-3506-HBSCA	$59
March 12 Lincoln, CEC, 109B	W Registration Deadline: March 10	7-7:45 p.m. HLTH-3506-HBSCB	$59
March 18 Plattsmouth, PLLC, 104 Registration Deadline: March 16	T Buchholz	6:15-7 p.m. HLTH-3506-HBSPA	$59
May 7 Lincoln, CEC, 109B	W Registration Deadline: May 5	7-7:45 p.m. HLTH-3506-HBSCC	$59

Emergency Medical Services

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 Amy Bassen at abassen@southeast.edu.
Keyword: Administration

April 11 & April 12 Lincoln, CEC, 109B	F S	6-9 p.m. 9 a.m.-4:30 p.m. EMTL-3044-CESA	$197

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.

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.

Register Today!

Health Care Providers CEUs

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

Trauma Nursing Core Course

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

Successful completion of the course requires 80% or greater on the multiple-choice exam and 70% or greater on the skill station evaluation. RN candidates with successful completion will receive the ENA TNCC four-year provider verification card. All attendees will be awarded an 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 March 12. The textbook or virtual book will be mailed/available online the week of March 12 so you have time to review/study before attending. Lunch is on your own. **Keyword: Trauma**

April 15 & April 16	T W	8 a.m.-3:30 p.m. 8 a.m.-2:30 p.m.	$339
Lincoln, CEC, 109	DeWitt		
Registration Deadline: March 12		NURS-3238-CESA	

CareerStep

CareerStep provides guidance for those looking to make a career change, gain experience, or explore new professional paths. Our programs prepare you for certifications in health care.

» Medical Coding and Billing

» Medical Scribe

Protecting Your License Through Patient Advocacy

This course on protecting your license through patient advocacy is designed to empower nurses to improve patient safety. The course content consists of lawsuit basics, legal risks, documentation standards and case studies, and how to engage in difficult conversations.

Learners will self-report an increase in:
- Knowledge about legal guidelines for nursing documentation.
- Confidence regarding required nursing documentation.
- Knowledge about measures to reduce legal risks in nursing practice.
- Confidence regarding difficult conversations including nurse re-education.
- Knowledge about the mandatory reporting requirements licensure disciplinary process.

5.0 contact hours awarded to nurses. For other health care professionals, check with your licensing agencies to verify that this course will count as continuing education in your field. In order to obtain nursing contact hours, you must participate in the entire program, participate in audience polling and/or Q & A and complete evaluation.

This nursing continuing professional development activity was approved by Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. **Keyword: License**

Feb. 1-March 31	Online	$49
Registration Deadline: March 17	NURS-3275-WBSCA	
April 1-May 31	Online	$49
Registration Deadline: May 17	NURS-3275-WBSCB	
June 1-July 31	Online	$49
Registration Deadline: July 17	NURS-3275-WBUCA	

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.

March 5-April 2	W	9:30 a.m.-12:30 p.m.	$325
LIVE Online, Zoom	Seacrest	HLTH-3265-TCSCA	

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

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

March 5-April 2	W	9:30 a.m.-12:30 p.m.	$95
LIVE Online, Zoom	Seacrest	NURS-3265-TCSCB	

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*

January-May			
Register at Any Time	Online via Canvas	$79	NURS-3187-WBSCA
June-August			
Register at Any Time	Online via Canvas	$79	NURS-3187-WBUCA

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**

January-May		
Online, Canvas	$30	HLTH-3065-WBSCA
June-August		
Online, Canvas	$30	HLTH-3065-WBUCA

COMING SOON!

Nurse's Day Out
May 2025

Nurse Educator Conference 2025
June 6, 2025

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

Register Today!

TRADES & INDUSTRY

Electromechanical, Automation & Robotics

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** ▲◆❖

Jan. 27-29 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6075-LNSA	$719
March 18-20 Lincoln, SGTC, 123	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6075-LNSB	$719
April 29-May 1 NE City, NCLC, 104	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6075-NCSA	$719
May 12-14 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6075-LNSC	$719

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.
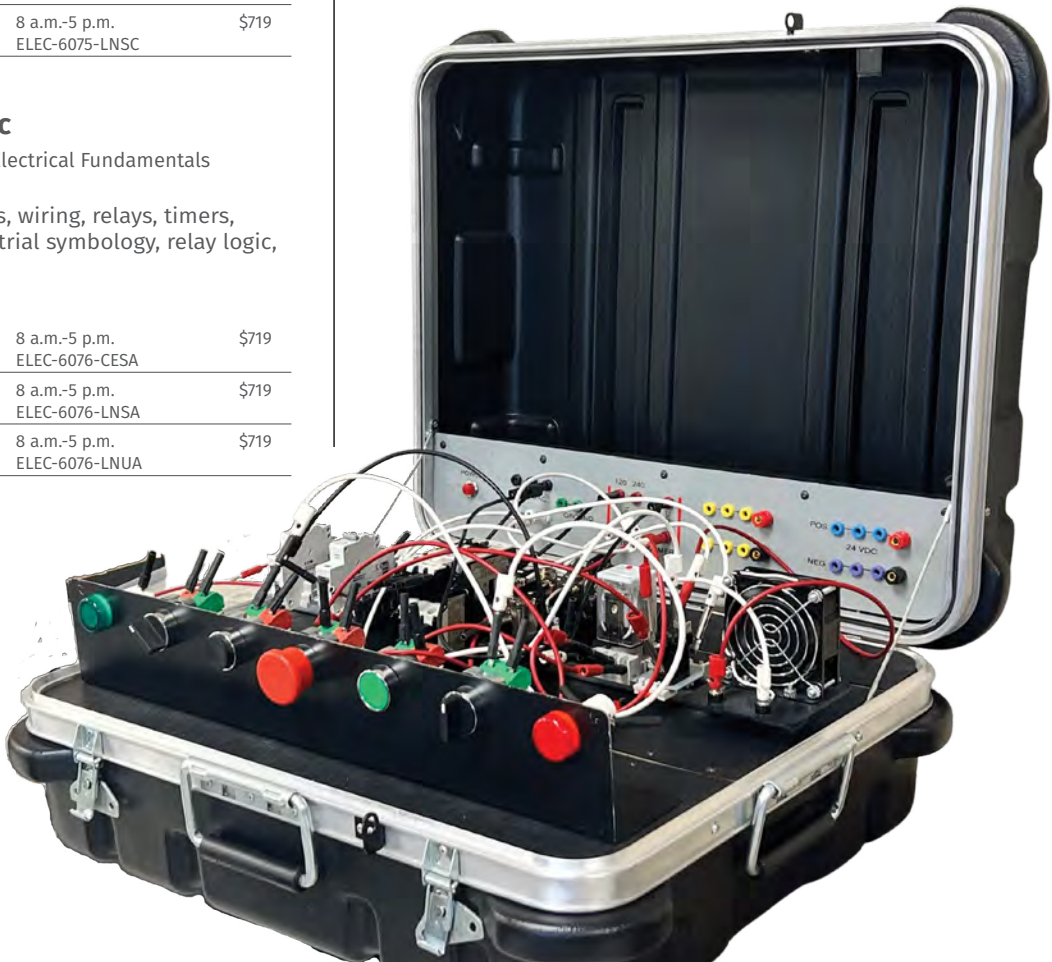
(2.4 CEUs) **Keyword: Motor** ▲◆

Feb. 25-27 Lincoln, CEC, 406	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6076-CESA	$719
April 28-30 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6076-LNSA	$719
June 16-18 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6076-LNUA	$719

▲ **Eligible for Gap Assistance**

◆ **Eligible for American Job Center assistance**

❖ **Nebraska City Job Enhancement Scholarship eligible**

16

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** ▲

March 24-26 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6548-LNSA	$719
May 27-29 Lincoln, SGTC, 123	T, W, Th Ives	8 a.m.-5 p.m. ELEC-6548-LNUA	$719

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**

Feb. 4-5 Lincoln, SGTC, 123	T, W Aden	8 a.m.-5 p.m. ELEC-6720-LNSA	$499
May 20-21 Lincoln, SGTC, 123	T, W Aden	8 a.m.-5 p.m. ELEC-6720-LNUA	$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** ▲

Feb. 25-27 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-LNSA	$839
June 24-26 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-LNUA	$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** ▲

April 1-3 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-LNSA	$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**

May 6-8 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-LNSA	$839

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** ▲◆

April 8-10 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6234-LNSA	$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** ▲

June 17-20 Lincoln, SGTC, 123	T, W, Th, F Aden	8 a.m.-5 p.m. ELEC-6871-LNUA	$719

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. 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** ▲

March 4-5 Lincoln, SGTC, 123	T, W Aden	8 a.m.-5 p.m. ELEC-6177-LNSA	$499

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 eight 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** ▲◆

Feb. 10-20 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNSA	$399
March 17-27 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNSB	$399
March 22-May 10 Lincoln, LNK, K-3	S	9 a.m.-Noon WELD-6185-LNSC	$399
April 28-May 8 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNSD	$399
May 31-July 26 Lincoln, LNK, K-3	S	9 a.m.-Noon WELD-6185-LNUA	$399
June 2-12 Lincoln, LNK, K-3	M, T, W, Th	6-9 p.m. WELD-6185-LNUB	$399

17

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

| Jan. 20-April 14 | M | 5:30-9:10 p.m. | See Above |
| Deshler, DESH, Shop | Hatzenbuehler | WELD-1000-OCSA | |

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

| Jan. 22-April 16 | W | 5:30-9:10 p.m. | See Above |
| Deshler, DESH, Shop | Hatzenbuehler | WELD-1010-OCSA | |

Forklift

Certified 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** ◆

Jan. 25	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNSA	
Feb. 22	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNSB	
March 29	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNSC	
April 26	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNSD	
May 31	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNUA	
June 28	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNUB	

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** ▲

| March 18-May 6 | T | 5-8 p.m. | $169 |
| Milford, ETC, 102 | Schutte | MACH-6142-MLSA | |

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** ▲

| March 18-May 6 | T | 5-8 p.m. | $169 |
| Milford, ETC, 102 | Schutte | MACH-6052-MLSA | |

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** ▲ ◆

| March 10-14 | M, T, W, Th, F | 8 a.m.-6 p.m. | $2,500 |
| Lincoln, SGTC, 123 | BDI | ELEC-6065-LNSA | |

Register Today!

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 Jan. 5 to May 12. All coursework needs to be completed by May 12. **Keyword: Protection**

| Online, Canvas | Oerman | $65 | FSDT-3000-WBSCA |

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.

Contact Vicki Rethmeier at vrethmeier@southeast.edu or 402-437-2528 if you have any questions. You will have from Jan. 5 to May 12 to complete your course. **Keyword: CDM**

| Online | Rethmeier | $99 | FSDT-3020-WBSCA |

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**

| Jan. 27-March 8 | Online | $529 |
| Lincoln, LNK | Leedom | TRAN-3393-HBSCA | |

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

See page 30 for more information.

POWER SKILLS

Marketing

NEW! Introduction to Marketing

This is an introduction to the concepts of marketing. A focus on how firms review its market environment with an emphasis on competitive strategy. This course will be a study of the development of an effective marketing program, including consumer behavior, product, pricing, research, digital marketing, and promotional strategies.

(1.8 CEUs) **Keyword: Marketing**

Jan. 25-March 1	S	9 a.m.-Noon	$449
Lincoln, CEC, 213	Lang	BSAD-3104-CESA	

NEW! Marketing Basics

This is an introduction to the adjustment of the firm to its market environment with emphasis on competitive strategy. This course is designed to introduce students to the basics of marketing and how it applies to any business.

(0.3 CEUs) **Keyword: Marketing**

March 11	T	9 a.m.-Noon	$149
Lincoln, CEC, 302	Lang	BSAD-3101-CESA	

NEW! Digital Marketing & Social Media

This course will cover the basics of how to effectively use social media and digital marketing for your business, from a start-up, to a business looking to expand its marketing reach. Ethics in marketing also will be covered.

(0.3 CEUs) **Keyword: Marketing**

March 12	W	9 a.m.-Noon	$149
Lincoln, CEC, 302	Lang	BSAD-3102-CESA	

NEW! Marketing Research

This course will provide some ideas of where to start with marketing research, best practices for marketing research and in-class practice in developing a marketing research topic.

(0.3 CEUs) **Keyword: Marketing**

March 13	Th	9 a.m.-Noon	$149
Lincoln, CEC, 302	Lang	BSAD-3103-CESA	

Introduction to Marketing Skills

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

Two hours of personalized training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor. **Keyword: Marketing**

York Area	Fisher	$59	AREA-0907-YKSA

Leadership Development

NEW! Develop Your Leadership Style

Utilize a comprehensive assessment to pinpoint your current management style and identify your strengths and areas needing improvement. Discover the importance of soliciting feedback, encouraging self-disclosure and building trust with your team with Johari's Window. Develop a personalized strategy for transitioning to an effective and inspiring team-oriented leadership style and foster greater collaboration, communication, performance, and productivity within your team.

(0.3 CEUs) **Keyword: Leadership**

March 20	Th	1-4 p.m.	$149
NE City, NCLC, 104	Rieken	BSAD-3800-NCSA	
May 15	Th	1-4 p.m.	$149
Falls City, FCLC, 109	Rieken	BSAD-3800-FCSA	

NEW! Setting Clear Expectations

Develop a deeper understanding of the critical role of expectations, ownership and accountability in leadership. Identify the expectations and responsibilities of both leaders and their team members. Explore the theory and practice of ownership and understand its impact on team performance and motivation. Discover practical strategies for developing clear and achievable expectations that drive performance and productivity.

(0.3 CEUs) **Keyword: Expectations**

April 24	Th	1-4 p.m.	$149
NE City, NCLC, 101	Rieken	BSAD-3801-NCSA	
June 18	W	1-4 p.m.	$149
Falls City, FCLC, 109	Rieken	BSAD-3801-FCUA	

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**

March 26	W	9 a.m.-4 p.m.	$229
Lincoln, CEC, 302	Hutchinson	BSAD-7191-CESA	

Register Today!

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**

April 16	W	9 a.m.-4 p.m.	$229
Lincoln, CEC, 302	Hutchinson	BSAD-3715-CESA	

Team Design & Performance

This program examines the design and performance of work and project teams, including team composition, authority, communication, roles, support, and leadership. It prepares leaders to design, support and coach teams for success.

(0.6 CEUs) **Keyword: Team**

Feb. 19	W	9 a.m.-4 p.m.	$229
Lincoln, CEC, 302	Hutchinson	BSAD-6114-CESA	

2 ways to join!
» in person
» live via Zoom

Developing a Project Management Mindset

We all have projects at home, work, school, or even 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**

Feb. 13	Th	8:30 a.m.-Noon	Slaight	$149
LIVE Online, Zoom		BSAD-7167-TCSCA	
Lincoln, CEC, 302		BSAD-7167-CESA	

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**

March 13	Th	8:30 a.m.-Noon	Slaight	$149
LIVE Online, Zoom		BSAD-6234-TCSCA	
Lincoln, CEC, 304		BSAD-6234-CESA	

Managing Project Risk

"I wish we would have thought about that" is a common term after projects fail. 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**

April 10	Th	8:30 a.m.-Noon	Slaight	$149
LIVE Online, Zoom		BSAD-7166-TCSCA	
Lincoln, CEC, 302		BSAD-7166-CESA	

Learn a Brunch

Grab a cup of coffee, a Danish and maybe scramble some eggs, and join us where you'll Learn-a-Bunch about project management tools.

NEW! Manage Everything (Almost) with SmartSheet

Discover SmartSheet, the versatile software that excels in Project Management and team collaboration. It's not just for Project Management; SmartSheet streamlines your to-do list, keeps track of important dates and enhances teamwork. Come with your challenges, and let's explore how SmartSheet can provide solutions! **Keyword: Manage**

Feb. 27	Th	9:30-11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3105-TCSCA	

NEW! A Plate Full of Everyday PM Tools

Learn about four powerful (dare we say fun?) software tools to help manage projects and more. Together, we'll look at Mind Mapping, White Board, Survey, and a quick review of SmartSheet project management software. **Keyword: Manage**

March 27	Th	9:30-11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3106-TCSCA	

NEW! Manage Your Event with SmartSheet

Learn the ins and outs of event management through SmartSheet. Tackle the challenge of version control head-on by utilizing integrated reports and dashboards, ensuring that everyone involved has access to the correct, up-to-date information—all conveniently centralized for ease of use and clarity. **Keyword: Manage**

April 24	Th	9:30-11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3107-TCSCA	

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				
Feb. 6 NE City, NCLC, 104	Th Rieken	9 a.m.-Noon BSAD-3401-NCSA		$149
Nebraska City Chamber Members				
Feb. 6 NE City, NCLC, 104	Th Rieken	9 a.m.-Noon BSAD-3401-NCSB		$111.75
Auburn				
Feb. 19 Auburn, ABCH	W Rieken	9 a.m.-Noon BSAD-3401-NCSC		$149
Auburn Chamber Members				
Feb. 19 Auburn, ABCH	W Rieken	9 a.m.-Noon BSAD-3401-NCSD		$111.75
Falls City				
March 13 Falls City, FCLC, 109	Th Rieken	9 a.m.-Noon BSAD-3401-FCSA		$149
Falls City Chamber Members				
March 13 Falls City, FCLC, 109	Th Rieken	9 a.m.-Noon BSAD-3401-FCSB		$111.75

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				
Feb. 20 NE City, NCLC, 104	Th Rieken	1-4 p.m. BSAD-3400-NCSA		$149
Nebraska City Chamber Members				
Feb. 20 NE City, NCLC, 104	Th Rieken	1-4 p.m. BSAD-3400-NCSB		$111.75
Falls City				
April 9 Falls City, FCLC, 109	W Rieken	1-4 p.m. BSAD-3400-FCSA		$149
Falls City Chamber Members				
April 9 Falls City, FCLC, 109	W Rieken	1-4 p.m. BSAD-3400-FCSB		$111.75
Auburn				
April 10 Auburn, ABCH	Th Rieken	1-4 p.m. BSAD-3400-NCSC		$149
Auburn Chamber Members				
April 10 Auburn, ABCH	Th Rieken	1-4 p.m. BSAD-3400-NCSD		$111.75

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**

Nebraska City				
May 22 NE City, NCLC, 104	Th Rieken	9 a.m.-4 p.m. BSAD-3402-NCUA		$229
Nebraska City Chamber Members				
May 22 NE City, NCLC, 104	Th Rieken	9 a.m.-4 p.m. BSAD-3402-NCUB		$171.75
Falls City				
June 12 Falls City, FCLC, 109	Th Rieken	9 a.m.-4 p.m. BSAD-3402-FCUA		$229
Falls City Chamber Members				
June 12 Falls City, FCLC, 109	Th Rieken	9 a.m.-4 p.m. BSAD-3402-FCUB		$171.75

Auburn				
June 17 Auburn, ABCH	T Rieken	9 a.m.-4 p.m. BSAD-3402-NCUC		$229
Auburn Chamber Members				
June 17 Auburn, ABCH	T Rieken	9 a.m.-4 p.m. BSAD-3402-NCUD		$171.75

If you are interested in bringing these trainings to your company, contact Kelly Dance at kdance@southeast.edu.

The Multidimensional Office Professional Conference

Restart. Renew. Refresh.

Wednesday, Feb. 26

We invite you to a day focused on nurturing both your personal growth and professional development. Drawing inspiration from feedback provided by previous conference participants, we've crafted five dynamic learning paths to steer the content of our breakout sessions. The year 2025 marks the start of an exciting journey filled with incredible opportunities!

Agenda

Morning

8 a.m.	Registration Opens
8:30 a.m.	Welcome & Logistics of the Day
9-10 a.m.	Breakout Sessions
10:15-11:15 a.m.	Breakout Sessions

Afternoon

11:30 a.m.-1 p.m.	Lunch & Vendor Showcase
1-2 p.m.	Breakout Sessions
2:15-3:15 p.m.	Breakout Sessions
3:30-4:30 p.m.	Breakout Sessions
4:30-5 p.m.	Closing & Prizes

8 a.m.-5 p.m. • $79

Lincoln, CEC, Lobby
Course #: BSAD-8000-CESA
Keyword: Professional
Registration Deadline: Feb. 17

Register by Jan. 31 and receive a T-shirt!

Learning Tracks

» Personal Wellness

» Microsoft Office

» Communication

» Workplace Dynamics

» Other Duties as Assigned

Conference Partners

Find additional event details and to register

» **southeast.edu/continuing**

This class is approved for Credit for Prior Learning!

If you successfully complete this course and pass the aPHR exam you can receive CPL for a business elective.

Learn more about CPL at **southeast.edu/cpl**.

* Credit for Prior Learning is for declared students only. Once a student has applied and begun classes at SCC they can apply for the Credit for Prior Learning.

This class can be paid for through Gap funding or the American Job Center!

- Gap Funding: Contact Heather at hbloomquist@southeast.edu or 402-323-3394
- American Job Center: ajc.lincoln.ne.gov or 402-441-1640

Human Resources

Human Resource Certificate of Professional Development

Take the next step in your career and prepare for the nationally recognized Associate Professional in Human Resources (aPHR) exam. This self-paced, fully online course provides an interactive learning journey through key HR concepts, including recruitment, compensation, performance management, employee relations, and compliance.

What's included:
- All learning materials
- aPHR exam fee
- Professional membership in LincolnHR

Bonus: Join our Career Design Experience workshops (Thursdays, 6-7 p.m. via Zoom) to develop a strategic career plan that moves you even closer to achieving your HR career goals. Topics include:
- Careers in HR
- Networking and LinkedIn Personal Branding
- Job Search Strategies
- Interview Tips and Career Portfolios

Who Should Enroll?
- Aspiring HR professionals preparing for the aPHR exam
- Current HR professionals seeking advancement
- Individuals transitioning into HR roles

Enroll today and gain the skills, certification, and career guidance needed to advance in HR. With flexible online learning and all materials included, this program is designed to fit your schedule and career goals. (2.1 CEUs) **Keyword: Resource**

Feb. 3-March 23			$2,950
Online, Canvas	Madsen	BSAD-3044-WBSCA	

Instructor Spotlight

Dr. Tammy Madsen

"With a passion for education, I have more than 13 years of experience instructing adult learners at colleges and universities, facilitating workshops to career professionals, and coaching individuals in career path finding and professional development."

BUSINESS DEVELOPMENT

Small-Business Essentials

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**

Jan. 29	W	Noon-1 p.m.	$10
LIVE Online, Zoom	Andrew	AREA-6883-TCSFA	
March 6	Th	7-8 p.m.	$10
LIVE Online, Zoom	Andrew	AREA-6883-TCSFB	

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**

Feb. 6	Th	8:30 a.m.-12:30 p.m.	$79
Lincoln, CEC, 402	Johnson	ACCT-7293-LNSA	
April 17	Th	8:30 a.m.-12:30 p.m.	$79
Lincoln, CEC, 402	Johnson	ACCT-7293-LNSB	

Connect with Us!

f SCCNeb
SCCLearningCenteratFallsCity
SCCLearningCenteratHebron
SCCLearningCenteratNebraskaCity
SCCLearningCenteratPlattsmouth
SCCLearningCenteratWahoo
SCCLearningCenteratYork

Register Today!

FOCUS Suites
southeast community college

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.

Services
- Focus Suites Memberships (with and without office rental space)
- Focus Coaching
- 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.
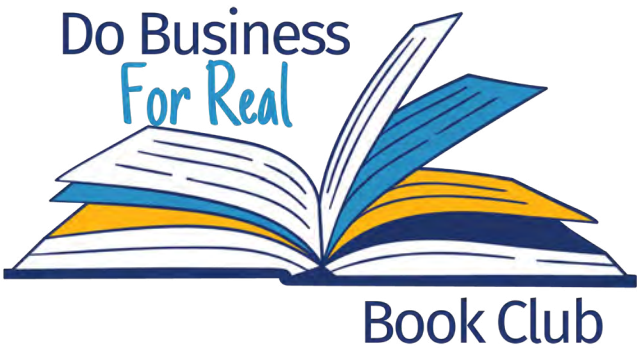- Individual office suites with 24/7 access (or virtual membership if office space is not needed)
- Supportive, collaborative community culture
- Flexible leases and affordable rental rates
- Free parking and high-speed internet
- Shared Collaboration Room

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 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

For more information on the Focus Suites opportunities, visit

or call us at 402-323-3629.

Follow the Focus Suites on Facebook® (SCC.Eship).

COURSE LIBRARY

Computers & Technology
Contact Lora Ives to learn more.
lives@southeast.edu • 402-437-2714

- » Adobe
  - Introduction to Adobe Lightroom
  - Introduction to Photoshop CC
  - Introduction to InDesign CC
  - Introduction to Premiere Pro
- » Basic Computer Skills
- » Basic Data Management with Power Pivot, Power Query and Power Bi
- » CertNexus Cyber Safe
- » Cyber Security Basics
- » Internet Basics
- » Intro to Microsoft Power Automate & Power Automate Desktop
- » Intro to Python
- » Intro to Web Development
- » Microsoft Teams
- » Power Bi
- » Using Email
- » Windows 11 Operating System
- » Windows 11 Operating System Intermediate Skills

Health Care
Contact Amy Bassen to learn more.
abassen@southeast.edu • 402-437-2706

- » Abuse & Neglect Prevention for Nursing Assistants
- » IV Therapy Current Standards of Practice
- » Breastfeeding Education for Providers
- » Mental Health First Aid
- » EMT Refresher
- » Paramedic Refresher
- » IV Administration for the EMT
- » EMT National Registry Monthly Education
- » Trauma Nursing Core Course
- » Heartsaver© First Aid
- » Heartsaver© CPR AED
- » Heartcode© CPR BLS
- » EMS Instructor Training
- » EMT Medical/Trauma Assessment Scenarios
- » EMT Additional Skills Training
- » Protecting Your License Through Patient Advocacy

Trades & Industry
Contact David Kamran to learn more.
dkamran@southeast.edu • 402-323-5549

- » Introduction to PLCs
- » Basic Automation Direct PLC
- » Basic Rockwell RS500 PLC
- » Basic Rockwell RS5000 PLC
- » Advanced Rockwell RS5000 PLC
- » Variable Frequency Drives
- » Industrial Instrumentation & Control
- » Industrial Electro-Pneumatics
- » Introduction to Robotic Programing
- » Industrial Networking
- » National Electrical Code Seminar
- » 4-Hour Journeyman Electrician Exam Prep
- » Forklift Operator
- » Basic Precision Machining

Power Skills
Contact Dana Meyers to learn more.
dmeyers@southeast.edu • 402-323-3387

- » Coaching Employees for Success
- » Developing a Project Management Mindset
- » Developing Successful Employees
- » Digital Marketing & Social Media
- » Effective Communication Skills
- » Emotional Intelligence
- » Ethical Decision-Making Practices & Pitfalls
- » How to Use Personality to Help You & Your Employees Excel
- » Introduction to Marketing
- » Leading Through Influence
- » Lean Six Sigma: Green, Yellow & White Belt
- » Managing & Resolving Workplace Conflict
- » Managing by Multiple Generations
- » Managing Project Risk
- » Managing Remote & Virtual Teams
- » Managing Resistance to Change
- » Marketing Basics
- » Marketing Research
- » Practical Skills in Negotiation & Conflict Management
- » Project Leader: Servant Leader
- » Putting Diversity to Work
- » Regaining Work Life Balance
- » The Almost Perfect Employee
- » The Challenge of Employee Retention
- » The Path to Resilience
- » Team Design & Performance
- » Your Role as a Supervisor

WORKFORCE SOLUTIONS

Meeting your learning and development needs with flexible training options.

Open to the Public

Courses found in this schedule

Key Features:
» Southeast Community College organizes classes at predetermined dates and times.
» These sessions are planned in six-month cycles and take place at designated SCC venues.
» The tuition fees are determined on a per-participant basis.

Open-to-Public is ideal for:
» Individuals seeking educational growth.
» Companies looking to provide team members with opportunities for skill enhancement.

The In-Between

Courses that can be scheduled to accommodate your calendar

Key Features:
» Company selects course from our available class library.
» Company works with Southeast Community College to find the perfect class date(s) and time(s).
» Company determines the training location.

The In-Between is ideal for:
» Companies who need a flexible option to schedule training classes that work with their schedule.
» Companies looking to train a small group of employees at one time.

Customized Training

Courses that are customized to meet your specific needs

Key Features:
» Company identifies the training need.
» Company and Southeast Community College work together to find the right training solution to meet their needs.
» Company works with Southeast Community College to find the perfect training date(s) and time(s).
» Company determines the training location.
» Customized course content specifically aligned with and targets the learning objectives identified by the company.
» Company and Southeast Community College work together to develop training that works within company budget.

Customized Training is ideal for:
» Companies looking to shape the content of the training to align with company mission, vision and goals.
» Companies who want to train a group of employees at one time.

Welcome to the In-Between

The necessity for training and development may arise suddenly or gradually, and it can encompass a single person or an entire group.

Having access to solutions that align with the dynamic nature of employee growth ensures that your workforce remains flexible and prepared to adapt to the evolving work environment.

In response to the changing landscape of training and development, SCC has expanded our learning delivery options by offering The In-Between. This gives companies more control over what and when at an affordable price point.

Learn more about the features of our Open to the Public courses, The In-Between and Customized Training on the following page.

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

American Job Center
LANCASTER AND SAUNDERS COUNTIES

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

Scan to learn more and apply

or contact
us at 402-323-3636 or
sbarton@southeast.edu

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

Funds are being provided by the
Nebraska City Community Foundation Fund

Nebraska City Community Foundation Fund

CUSTOMIZED TRAINING

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

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

2 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.

3 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.

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

5 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

WAYS TO REGISTER

» ONLINE AT SOUTHEAST.EDU/CONTINUING

1. Click the **Course Search** button.
2. Search for a course using the **course title** or **keyword**.
3. Click on the course title to view description, notes, prerequisites, requirements, and section listings.
4. Select the section and click **Add to Cart**. *Add discount code in cart, if applicable.* You can keep shopping or checkout.
5. If you choose to checkout, **log in** or **create an account**.
6. Click **Continue** to proceed to checkout.
7. Enter your credit card information and continue checking out.

You will receive a confirmation email. If there is additional information about the class, it will be included. If you don't see the email, check your junk folder.

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

Payments Accepted

MasterCard.
AMERICAN EXPRESS
DISCOVER
VISA

» 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

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class unless noted in the course description notes. No refund is allowed if the class is dropped on or after the start date of the class.

SCC reserves the right to cancel any non-credit classes that do not have sufficient enrollment. A full refund will be processed and you are not required to submit a drop form.

ADA Reasonable Accommodations
southeast.edu/accommodationsresourceoffice

FERPA
southeast.edu/ferpa

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

continuinged@southeast.edu
402-437-2700

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we are where you are

LOCATIONS

Auburn, ABCH . . . . . Auburn City Hall/
Chamber of Commerce
1101 J St., Auburn, NE

Beatrice . . . . SCC Beatrice Campus
4771 W. Scott Road, Beatrice, NE
402-228-3468

Deshler, DESH . . Deshler High School
1402 Third St., Deshler, NE

Falls City, FCLC . . . . . . Learning Center
at Falls City
3200 Bill Schock Blvd., Falls City, NE
402-323-3396

Hebron, HNLC . . . . . . Learning Center
at Hebron
610 Jefferson Ave., Hebron, NE
402-323-5591

Lincoln, CEC . . . . SCC Jack J. Huck
Continuing Education Center
301 S. 68th St. Place, Lincoln, NE
402-437-2700

Lincoln, LNK . . . . . SCC Lincoln Campus
8800 O St., Lincoln, NE
402-471-3333

Lincoln, SGTC . . . SCC Lincoln Campus,
Sandhills Global Technology Center
8800 O St., Lincoln, NE
402-471-3333

Milford, ETC . . . . SCC Milford Campus,
Eicher Technical Center
600 State St., Milford, NE
402-761-2131

NE City, NCLC . . . . Learning Center
at Nebraska City
1406 Central Ave., Nebraska City, NE
402-323-3636

Plattsmouth, PLLC . . Learning Center
at Plattsmouth
537 Main St., Plattsmouth, NE
402-437-2298

Wahoo, WHLC . . . . . . Learning Center
at Wahoo
536 N. Broadway St., Wahoo, NE
402-323-5581

York, YKLC . . . Learning Center at York
401 N. Lincoln Ave., York, NE
402-323-3634

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

Southeast Community College
CONTINUING EDUCATION

301 S. 68th St. Place
Lincoln, NE 68510-2449

Bring training to your team— *when* and *where* you want.

Learn more about
customized training opportunities