Business & Professional Development

JULY-DECEMBER 2025

S Southeast Community College
CONTINUING EDUCATION

» southeast.edu

Computers & Technology

Health Care

Trades & Industry

Industry Credentialing

Power Skills

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 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 Techncian Bootcamp

This is a 12-week immersive program, designed to successfully prepare people who may have no college degree, no background or prior experience in IT for entry level jobs in IT technician/Helpdesk/Support, leading to a lucrative career path that is in high-demand.

The program modality is distance education as hybrid model (on-demand video content with some class time (two times a week for two hours) set up. **Keyword: BootCamp**

July 14-Oct. 5 LIVE Online, Zoom	M, W Promineo	6-8 p.m. INFO-7756-TCUCA	$4,500
Sept. 9-Dec. 7 LIVE Online, Zoom	T, Th Promineo	6-8 p.m. INFO-7756-TCFCA	$4,500
Nov. 17-Feb. 22 LIVE Online, Zoom	M, W Promineo	6-8 p.m. INFO-7756-TCFCB	$4,500

NEW! Cybersecurity Bootcamp

This is an online live instructor-led 10-week program. You will attend courses and apply their learning to successfully complete projects that address different cybersecurity topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life cybersecurity challenges.

The program modality is distance education as Virtual Instructor-Led Training set up. **Classes opening soon.** Check our website for more details.

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** ▲ ● ◆

July 30-Oct. 10 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7753-TCUCC	$4,500
Aug. 26-Jan. 20 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7753-TCFCA	$4,500
Sept. 25-Feb. 19 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCFCB	$4,500
Oct. 29-March 25 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7753-TCFCC	$4,500
Nov. 25-April 14 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7753-TCFCD	$4,500
Dec. 11-April 30 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-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.

(18.0 CEUs) **Keyword: Bootcamp** ▲ ●

July 30-Oct. 10 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7754-TCUCC	$4,500
Aug. 26-Jan. 20 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7754-TCFCA	$4,500
Sept. 25-Feb. 19 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7754-TCFCB	$4,500
Oct. 29-March 25 LIVE Online, Zoom	W Promineo	7-8:30 p.m. INFO-7754-TCFCC	$4,500
Nov. 25-April 14 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7754-TCFCD	$4,500
Dec. 11-April 30 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7754-TCFCE	$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**

July 17-31 Lincoln, SGTC, 103	Th, F Goossen	10 a.m.-Noon INFO-3945-LNUA	$225
Oct. 16-30 Lincoln, SGTC, 103	Th, F Goossen	10 a.m.-Noon INFO-3945-LNFA	$225

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

Register Today!

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**

Oct. 4	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	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**

July 12	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	Beck	GDMA-3621-CEUA	
Oct. 11	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	Beck	GDMA-3621-CEFA	

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** 📖

July 19	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	Beck	GDMA-7709-CEUA	
Oct. 18	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	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**

Nov. 8	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	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. 22	F	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, TBA	Massey	GDMA-7710-CEFA	
Oct. 10	F	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	Massey	GDMA-7710-CEFB	

Introduction to Illustrator CC

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

Learn to master the fundamentals of Adobe Illustrator. There will be plenty of hands-on learning on creating vector graphics and using the software tools. This class is for the beginner or anyone looking to brush up on their skills. **Keyword: Illustrator**

Aug. 23	S	8:30 a.m.-4:30 p.m.	$159
Lincoln, CEC, 212	Beck	GDMA-7711-CEFA	

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.

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**

Dec. 10	W	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-3921-LNFA	

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

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**

Aug. 27	W	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7612-LNFA	
Oct. 29	W	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7612-LNFB	

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**

Dec. 8	M	1-5 p.m.	$95
Lincoln, SGTC, 103	Goossen	OFFT-7709-LNFA	

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** 📖

July 8	T	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Maltas	OFFT-7703-LNUB	
Aug. 7	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNUC	
Sept. 3	W	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Maltas	OFFT-7703-LNFA	
Oct. 9	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNFB	
Nov. 6	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Maltas	OFFT-7703-LNFC	
Dec. 4	Th	8:30 a.m.-4:30 p.m.	$159
Lincoln, SGTC, 103	Goossen	OFFT-7703-LNFD	

Register Today!

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, create and format tables and much more.

(0.7 CEUs) **Keyword: Excel** 📖

July 22 Lincoln, SGTC, 103	T Maltas	8:30 a.m.-4:30 p.m. OFFT-7704-LNUB	$159
Aug. 28 Lincoln, SGTC, 103	Th Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-LNFA	$159
Sept. 10 Lincoln, SGTC, 103	W Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-LNFB	$159
Oct. 15 Lincoln, CEC, 212	W Maltas	8:30 a.m.-4:30 p.m. OFFT-7704-CEFA	$159
Nov. 13 Lincoln, SGTC, 103	Th Maltas	8:30 a.m.-4:30 p.m. OFFT-7704-LNFC	$159
Dec. 11 Lincoln, SGTC, 103	Th Goossen	8:30 a.m.-4:30 p.m. OFFT-7704-LNFD	$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** 📖

Sept. 17 Lincoln, SGTC, 103	W Goossen	8:30 a.m.-4:30 p.m. OFFT-7705-LNFA	$159
Oct. 22 Lincoln, CEC, 212	W Maltas	8:30 a.m.-4:30 p.m. OFFT-7705-CEFA	$159
Dec. 16 Lincoln, SGTC, 103	T Maltas	8:30 a.m.-4:30 p.m. OFFT-7705-LNFB	$159

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			
July 10 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEUB	$159
Aug. 27 Lincoln, CEC, 212	W Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFA	$159
Oct. 16 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFB	$159
Dec. 4 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFC	$159
Part 2			
July 17 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEUB	$159
Aug. 28 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7291-CEFA	$159
Oct. 23 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEFB	$159
Dec. 11 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7292-CEFC	$159

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.

Visit https://pxl.to/ceqbousercertprep to request more information.

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.

Visit https://pxl.to/ceintuitcertbookkeeping to request more information.

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*

July 24 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7700-CEUA	$159
Sept. 18 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7700-CEFA	$159
Nov. 13 Lincoln, CEC, 212	Th Johnson	8:30 a.m.-4:30 p.m. ACCT-7700-CEFB	$159

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**

Sept. 20 Lincoln, SGTC, 103	S Goossen	8 a.m.-1 p.m. OFFT-7613-LNFA	$50
Dec. 5 Lincoln, SGTC, 103	F Goossen	8 a.m.-1 p.m. OFFT-7613-LNFB	$50

Register Today!

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

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.

NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

NEW! Digital Literacy Series:
Essential Skills Certificate

Looking for a certificate in Digital Literacy? This series is now bundled to include Basic Computer Skills, Internet Basics, Using Email, Windows Operating System, as well as Basic Skills Microsoft Word and Excel.

(3.0 CEUs) This certificate is approved for Gap Assistance funding. Contact Lora Ives at lives@southeast.edu for more information.

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.

Basic Computer Skills

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

(0.5 CEUs) **Keyword: Computer**

July 14	M	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7606-CEUA		
Aug. 4	M	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7606-LNUA		
Sept. 6	S	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7606-LNFA		
Oct. 6	M	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7606-LNFB		
Nov. 5	W	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7606-CEFA		

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**

July 28	M	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7614-CEUA		
Aug. 18	M	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7614-LNFA		
Oct. 20	M	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7614-LNFB		
Nov. 19	W	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7614-CEFA		

Basic Software Skills MS Excel

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

(0.5 CEUs) **Keyword: Excel**

July 30	W	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7610-CEUA		
Aug. 20	W	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7610-LNFA		
Oct. 22	W	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7610-LNFB		
Nov. 21	W	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7610-CEFA		

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 have lessons on internet privacy, viruses and email scams.

(0.5 CEUs) **Keyword: Internet**

July 16	W	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	INFO-7607-CEUA		
Aug. 6	W	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	INFO-7607-CEUB		
Sept. 12	F	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	INFO-7607-LNFA		
Oct. 8	W	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	INFO-7607-LNFB		
Nov. 7	F	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	INFO-7607-CEFA		

Using Email

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

(0.5 CEUs) **Keyword: Email**

July 21	M	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7608-CEUA		
Aug. 11	M	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7608-CEUB		
Sept. 13	S	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7608-LNFA		
Oct. 13	M	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7608-LNFB		
Nov. 12	W	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7608-CEFA		

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**

July 23	W	Noon–5 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7609-CEUA		
Aug. 13	W	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNUA		
Sept. 19	F	8 a.m.–1 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNFA		
Oct. 15	W	Noon–5 p.m.		$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNFB		
Nov. 14	F	8 a.m.–1 p.m.		$50
Lincoln, CEC, 212	Goossen	OFFT-7609-CEFA		

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**

Aug. 15	F	10 a.m.–3:30 p.m.		$125
Lincoln, SGTC, 103	Goossen	INFO-3947-LNUB		
Nov. 1	S	10 a.m.–3:30 p.m.		$125
Lincoln, CEC, 212	Goossen	INFO-3947-CEFA		

Internet

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

Sept. 11	Th	Noon–5 p.m.		$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNFA		
Nov. 10	M	Noon–5 p.m.		$129
Lincoln, SGTC, 103	Goossen	OFFT-7611-LNFB		

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**

Sept. 18	Th	Noon–5 p.m.		$129
Lincoln, SGTC, 103	Goossen	INFO-7000-LNFA		
Nov. 17	M	Noon–5 p.m.		$129
Lincoln, SGTC, 103	Goossen	INFO-7000-LNFB		

Register Today!

Everyday AI:
Practical Uses for Artificial Intelligence

Artificial Intelligence isn't just for tech experts—it's shaping daily life in ways we all can use! Introduce yourself to accessible AI tools that help with everything from organizing your day to simplifying complex tasks. We'll show you how the tool works, and how you might use it for your everyday information and research. We'll highlight practical tips for enhancing your productivity, creativity and efficiency in everyday situations. **Keyword: AI**

July 10	Th	6:30-8:30 p.m.	$29
LIVE Online, Zoom	Jensen	LLLX-2310-TCUCA	

Intro to Canva

Learn to liven up your flyers, newsletters or social media posts by exploring the creative publication platform known as Canva. See what all the excitement is about.

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

Aug. 26-28	T, Th	6:30-8:30 p.m.	$29
Hebron, HNLC, 102	Clauson	AREA-1190-HNFA	

ed2go

Sharpen your skills or gain new ones. Learn anywhere, any time.

Popular Courses
» Explore a Career in Medical Coding
» Introduction to Interior Design
» A to Z Grant Writing
» Employment Law Fundamentals
» Grammar Refresher

More Information

One-on-One Training

One-on-One Computer Training

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. **Keyword: Computer**

3 Hours		
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.		
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

2 Hours		
Training topics may include: Windows or Apple/MAC Operating System, Basic Computer Assistance, MS Office, Word, Excel, Access, Outlook, Evernote, social media, and QuickBooks.		
York Area	Saulsberry $99	AREA-0908-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
Nebraska City Area	$35	AREA-0880-PLUA
Plattsmouth Area	$35	AREA-0880-PLUA
Wahoo Area	$35	AREA-0880-WHUA
York Area	$35	AREA-0880-YKUA
* No Android phone instruction available.		

HEALTH CARE

CPR | First Aid

The American Heart Association

American Heart Association *Learn and Live* **AUTHORIZED TRAINING CENTER**

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® 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 18	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3505-CEUA	
Aug. 13	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3505-CEUB	
Oct. 11	S	Noon-3 p.m.	$59
Plattsmouth, PLLC, TBA		HLTH-3505-PLFA	
Oct. 15	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3505-CEFA	
Dec. 17	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3505-CEFB	

HB | Heartsaver® First Aid Online + Skills Session

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

July 16	W	7-7:45 p.m.	$59
Lincoln, CEC, 109B		Registration Deadline: July 14 HLTH-3506-HBUCA	
Sept. 17	W	7-7:45 p.m.	$59
Lincoln, CEC, 109B		Registration Deadline: Sept. 15 HLTH-3506-HBFCA	
Nov. 5	W	7-7:45 p.m.	$59
Lincoln, CEC, 109B		Registration Deadline: Nov. 3 HLTH-3506-HBFCB	

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 11	W	6-9 p.m.	$59
Falls City, FCLC, 109		HLTH-3500-FCUA	
June 11	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3500-CEUA	
Aug. 6	W	6-9 p.m.	$59
Falls City, FCLC, 109		HLTH-3500-FCUB	
Oct. 8	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3500-CEFA	
Oct. 11	S	9 a.m.-Noon	$59
Plattsmouth, PLLC, TBA		HLTH-3500-PLFA	
Dec. 10	W	6-9 p.m.	$59
Lincoln, CEC, 109B		HLTH-3500-CEFB	

Register Today!

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

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

Date	Day	Time		Cost
July 16 Lincoln, CEC, 109B	W	6-6:45 p.m. Registration Deadline: July 14	HLTH-3501-HBUCA	$59
Sept. 17 Lincoln, CEC, 109B	W	6-6:45 p.m. Registration Deadline: Sept. 15	HLTH-3501-HBFCA	$59
Nov. 5 Lincoln, CEC, 109B	W	6-6:45 p.m. Registration Deadline: Nov. 3	HLTH-3501-HBFCB	$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**

Date	Day	Time		Cost
June 5 Lincoln, CEC, 109B	Th	1-2:30 p.m. Registration Deadline: June 3	HLTH-3253-HBUCA	$65.50
June 26 Lincoln, CEC, 109B	Th	6-7:30 p.m. Registration Deadline: June 24	HLTH-3253-HBUCB	$65.50
July 19 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: July 17	HLTH-3253-HBUCC	$65.50
July 22 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: July 20	HLTH-3253-HBUCD	$65.50
Aug. 2 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: July 31	HLTH-3253-HBUCE	$65.50
Aug. 21 Lincoln, CEC, 109B	Th	1-2:30 p.m. Registration Deadline: Aug. 19	HLTH-3253-HBFCA	$65.50
Sept. 2 Lincoln, CEC, 109B	T	1-2:30 p.m. Registration Deadline: Aug. 31	HLTH-3253-HBFCB	$65.50
Sept. 25 Lincoln, CEC, 109B	Th	6-7:30 p.m. Registration Deadline: Sept. 23	HLTH-3253-HBFCC	$65.50
Oct. 4 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: Oct. 2	HLTH-3253-HBFCD	$65.50
Oct. 14 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: Oct. 12	HLTH-3253-HBFCE	$65.50
Nov. 15 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: Nov. 13	HLTH-3253-HBFCF	$65.50
Nov. 18 Lincoln, CEC, 109B	T	1-2:30 p.m. Registration Deadline: Nov. 16	HLTH-3253-HBFCG	$65.50
Dec. 2 Lincoln, CEC, 109B	T	1-2:30 p.m. Registration Deadline: Nov. 30	HLTH-3253-HBFCH	$65.50
Dec. 16 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: Dec. 14	HLTH-3253-HBFCI	$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**

Date	Day	Time		Cost
June 5 Lincoln, CEC, 109B	Th	1-2:30 p.m. HLTH-3499-CEUA		$25
July 22 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3499-CEUB		$25
Aug. 2 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CEUC		$25
Sept. 2 Lincoln, CEC, 109B	T	1-2:30 p.m. HLTH-3499-CEFA		$25
Oct. 14 Lincoln, CEC, 109B	T	6-7:30 p.m. HLTH-3499-CEFB		$25
Nov. 15 Lincoln, CEC, 109B	S	9-10:30 a.m. HLTH-3499-CEFC		$25
Dec. 2 Lincoln, CEC, 109B	T	1-2:30 p.m. HLTH-3499-CEFD		$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**

Date	Day	Time		Cost
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
July 1 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUK		$63
July 8 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUL		$63
July 12 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUM		$63
July 15 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUN		$63
July 26 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUO		$63
July 30 Lincoln, CEC, 109B	W	5:30-10 p.m. HLTH-3251-CEUP		$63
Aug. 5 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUQ		$63
Aug. 12 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUR		$63
Aug. 16 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUS		$63
Aug. 19 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEFA		$63
Aug. 23 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFB		$63
Aug. 26 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFC		$63
Sept. 6 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFD		$63
Sept. 9 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEFE		$63
Sept. 11 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFF		$63
Sept. 20 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFG		$63
Sept. 23 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFH		$63
Sept. 30 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFI		$63
Oct. 7 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEFJ		$63
Oct. 18 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFK		$63
Oct. 21 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFL		$63
Oct. 25 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFM		$63
Oct. 28 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFN		$63
Oct. 30 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFO		$63
Nov. 4 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFP		$63
Nov. 8 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFQ		$63
Nov. 13 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFR		$63
Nov. 20 Lincoln, CEC, 109B	Th	8:30 a.m.-1 p.m. HLTH-3251-CEFS		$63
Nov. 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEFT		$63
Dec. 4 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFV		$63
Dec. 6 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFW		$63
Dec. 9 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEFX		$63
Dec. 11 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFY		$63
Dec. 13 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEFZ		$63
Dec. 18 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEFAA		$63

Register Today!

Emergency Medical Services

F2F | EMS Trauma Mini-Conference

This five contact hour activity is limited to 20 participants per location so act now for your chance to register!

Presentations:
- Sports Injuries: On the Field and In the Stands
- Hemorrhage Control for EMS: Lessons from Combat Casualty Care for Civilian EMS

You will learn about the priority assessments and management strategies for head, neck, spinal, and extremity injuries in athletes, heat and cold emergencies, bleeding wounds, and allergic reactions that you may see at athletic events. The intended audience is BLS EMS professionals who may be called upon to provide care to athletes and spectators. You will participate in hands-on practice with tourniquets, splints, pelvic slings, and spinal immobilizations devices.

(0.5 CEUs) Participants are welcome to bring equipment from their EMS Department for discussion and focused practice. Content also includes a "Stop the Bleed" Instructor Orientation to help guide you through the process of certifying to teach lifesaving hemorrhage control education in your community. Cost includes lunch and tourniquet. **Keyword: EMS**

June 14	S	9 a.m.-2:30 p.m.	$29
York, YKLC	Olson		
Registration Deadline: June 7		EMTL-3300-YKUA	
Aug. 16	S	9 a.m.-2:30 p.m.	$29
NE City, NCLC	Olson		
Registration Deadline: Aug. 9		EMTL-3300-NCUA	
Aug. 23	S	9 a.m.-2:30 p.m.	$29
Hebron, HNLC	Olson		
Registration Deadline: Aug 16		EMTL-3300-HNFA	

F2F | EMT Refresher

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

All sessions must be attended in full to receive credit for this course. No partial credit will be awarded. For more information, contact Amy Bassen at abassen@southeast.edu. **Keyword: EMT**

Nov. 5, 10, 17, 19, & Dec. 1	M, W	6-10 p.m.	$249
Lincoln, CEC, 214	Caldwell	EMTL-3333-CEFA	

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**

Oct. 17 &	F	6-9 p.m.	$197
Oct. 18	S	9 a.m.-4:30 p.m.	
Lincoln, CEC, 109B		EMTL-3044-CEFA	

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.

HB | Paramedic Refresher Hybrid Course

This refresher course meets the NCCP Model national requirements for the NREMT Paramedic Renewal. This hybrid course is conducted using Canvas, Zoom, and an in-person skills session.

(3.0 CEUs) All modules must be completed before skills session. All sessions, LIVE Online and Skills, must be attended in full to receive credit for this course. No partial credit will be awarded. Domains include: Airway, Trauma, Cardiovascular, Medical, and Operations. Canvas instructions and Zoom link will be emailed to registrants prior to the start of class. **Keyword: EMS**

Oct. 8, 15, 21, 29, Nov. 4, & 11	T, W	7-9 p.m.	$359
LIVE Online, Zoom			
Plus Skills Session: Sat., Nov. 15		8:30 a.m.-2:30 p.m.	
Lincoln, HSB, TBA		EMTL-3040-HBFCA	

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://pxl.to/nursingproviessionalsce**. For questions, email continuinged@southeast.edu.

F2F | 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. 24. The textbook or virtual book will be mailed/available online the week of Sept. 24 so you have time to review/study before attending. Lunch is on your own. **Keyword: Trauma**

Oct. 28	T	8 a.m.-3:30 p.m.	$339
& Oct. 29	W	8 a.m.-2:30 p.m.	
Lincoln, CEC, 110	DeWitt		
Registration Deadline: Sept. 24		NURS-3238-CEFA	

F2F | NEW! Death Essentials: Skills You Shouldn't Learn On The Floor

Join our transformative workshop to navigate the complexities of end-of-life care with grace and empathy. Discover the power of emotional intelligence at the bedside, explore the nuances between palliative care and hospice and master the art of meaningful end-of-life conversations. Gain insight into the dying process, delve into self-reflection and grief and equip yourself with essential conversation techniques for profound connections.

- Learners will self-report increased knowledge regarding barriers to conversations with patients and families at the end of life.
- Learners will self-report increased confidence when discussing end-of-life issues with patients and families.
- Learners will actively participate in interactive exercises regarding thoughts and beliefs regarding death.
- Learners will actively participate in group discussion regarding case studies.

6.5 contact hours awarded to nurses. This workshop is brought to you by Southeast Community College through a partnership with Before the Casket. Workshop is presented by Erin Putney, MSN, RN and Amy Hensley, MSN, RN. Workshop must be attended in full to receive certificate for contact hours. Morning snack and lunch provided. Certificates will be made available the day of the workshop. **Keyword: Death**

Oct. 24	F	9 a.m.-5 p.m.	$339
Lincoln, CEC, 302	Putney/Hensley		
Registration Deadline: Oct. 17		NURS-5010-CEFA	

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**

June-August			
Register at Any Time	Online via Canvas	$79	NURS-3187-WBUCA
September-December			
Register at Any Time	Online via Canvas	$79	NURS-3187-WBFCA

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. Instructions for accessing course will be emailed to registrants.

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**

June 1-July 31	Online		$49
Registration Deadline: July 17		NURS-3275-WBUCA	
Aug. 1-Sept. 30	Online		$49
Registration Deadline: Sept. 16		NURS-3275-WBUCB	

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**

June-August		
Online, Canvas	$30	HLTH-3065-WBUCA
September-December		
Online, Canvas	$30	HLTH-3065-WBFCA

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** ▲◆

July 15-17 Lincoln, SGTC, 123	T, W, Th Liekhus	8 a.m.-5 p.m. ELEC-6075-LNUA	$719
Aug. 5-7 Falls City, FCLC, 102	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6075-FCUB	$719
Sept. 16-18 Lincoln, SGTC, 123	T, W, Th Liekhus	8 a.m.-5 p.m. ELEC-6075-LNFA	$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** ▲◆

Aug. 26-28 Lincoln, SGTC, 123	T, W, Th Blaser	8 a.m.-5 p.m. ELEC-6076-LNFA	$719
Oct. 20-22 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6076-LNFB	$719

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 29-31 Lincoln, SGTC, 125	T, W, Th Liekhus	8 a.m.-5 p.m. ELEC-6548-LNUC	$719
Sept. 22-24 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6548-LNFC	$719
Dec. 8-10 Lincoln, SGTC, 123	M, T, W Lenser	8 a.m.-5 p.m. ELEC-6548-LNFB	$719

Register Today!

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 introductory class covers the basics of programmable logic controllers using the Automation Direct CLICK series, including programming, wiring and troubleshooting for industrial automation applications.

(2.4 CEUs) **Keyword: PLC**

Sept. 9-11 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6730-LNFA	$719

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. 7-9 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6078-LNFA	$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** ▲

July 15-17 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-LNUA	$839
Nov. 4-6 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6080-LNFA	$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**

Sept. 2-4 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-LNFA	$839
Dec. 16-18 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6085-LNFB	$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 ▲◆

Oct. 14-16 Lincoln, SGTC, 123	T, W, Th Aden	8 a.m.-5 p.m. ELEC-6234-LNFA	$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. 1-4 Lincoln, SGTC, 123	M, T, W, Th Aden	8 a.m.-5 p.m. ELEC-6871-LNFA	$799

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** ▲

July 22-23 Lincoln, SGTC, 123	T, W Aden	8 a.m.-5 p.m. ELEC-6177-LNUA	$499
Nov. 18-19 Lincoln, SGTC, 123	T, W Aden	8 a.m.-5 p.m. ELEC-6177-LNFA	$499

National Electrical Code Review

A study of the national electrical code and preparation of apprentice exam that leads to licensing.

(3.0 CEUs) This course has been approved for 30 code hours by the Nebraska State Electrical Board. Students are required to purchase and bring the following items to class: **2023 NFPA 70, National Electrical Code**, ISBN-13: 978-1455900008, and **Electrical Systems Based on the 2023 NEC®**, ISBN: 978-0-8269-2063-8. **Keyword: Electrical** ▲

Oct. 14-Dec. 16 Lincoln, CEC, 214	T	5-8 p.m. ELEC-7200-CEFA	$599

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

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

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.

For more information, contact David Kamran at dkamran@southeast.edu.

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 $187.50/Non-resident: $219

Aug. 18-Nov. 10	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 $187.50/Non-resident: $219

Aug. 20-Nov. 12	W	5:30-9:10 p.m.	See Above
Deshler, DESH, Shop	Hatzenbuehler	WELD-1010-OCFA	

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 ◆

July 26	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNUC	
Aug. 23	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNFA	
Sept. 20	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNFB	
Oct. 25	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNFC	
Nov. 22	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNFD	
Dec. 20	S	8:30 a.m.-1:30 p.m.	$139
Lincoln, LNK, M-4	Breidenstine	TRAN-4010-LNFE	

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.

(4.0 CEUs) 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 ▲ ◆

Aug. 11-15	M, T, W, Th, F	8 a.m.-6 p.m.	$2,500
Lincoln, SGTC, 104	BDI	ELEC-6065-LNUA	

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. **Keyword: Protection**

May 13-August 14			
Class will be active May 13 through Aug. 14 and all coursework needs to be completed by Aug. 14.			
Online	Oerman	$65	FSDT-3000-WBUCA

August 18-December 18			
Class will be active Aug. 18 through Dec. 18 and all coursework needs to be completed by Dec. 18.			
Online	Oerman	$65	FSDT-3000-WBFCA

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. **Keyword: CDM**

May 13-August 14			
Class will be active May 13 through Aug. 14 and all coursework needs to be completed by Aug. 14.			
Online	Rethmeier	$99	FSDT-3020-WBUCA

August 18-December 18			
Class will be active Aug. 18 through Dec. 18 and all coursework needs to be completed by Dec. 18.			
Online	Rethmeier	$99	FSDT-3020-WBFCA

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. 18-Sept. 27	Online		$529
Lincoln, LNK, Arranged		TRAN-3393-HBFCB	

Register Today!

POWER SKILLS

Leadership Development

NEW! The Leadership Edge: Essential Skills for Success

Unleash your leadership potential through our transformative learning experience. Through interactive workshops, expert-led sessions and real-world applications, you'll develop critical skills in communication, decision-making and team management. Whether you're an aspiring leader or a seasoned professional, this series offers invaluable insights and networking opportunities to help you excel in today's competitive business environment.

(3.3 CEUs) **Keyword: Leadership**

Aug. 28-Nov. 20	Th	1-4 p.m.	$2,200
LIVE Online, Zoom	Rieken		
No class on Sept. 11, Oct. 9, and Nov. 13		BSAD-7407-TCFCA	

Develop Your Leadership Style

Use a comprehensive assessment to identify your management style, strengths and areas for improvement. Learn to solicit feedback, encourage self-disclosure and build trust with Johari's Window. Develop a strategy to transition to a team-oriented leadership style, foster collaboration, communication, performance, and productivity.

(0.3 CEUs) **Keyword: Leadership**

Sept. 16	T	1-4 p.m.	$149
Falls City, FCLC, 109	Rieken	BSAD-3800-FCFA	

Improved Employee Coaching (for Supervisors/Managers)

Discover the power of coaching and help your team reach new heights. This interactive course covers effective coaching techniques to build rapport and boost engagement, productivity, and talent retention. Learn to guide employees, set goals, generate buy-in, provide feedback, and foster a supportive environment. Become a catalyst for success for both your employees and your organization.

(0.6 CEUs) **Keyword: Employee**

Falls City			
Nov. 4	T	9 a.m.-4 p.m.	$229
Falls City, FCLC, 109	Rieken	BSAD-3402-FCFA	
Falls City Chamber Members			
Nov. 4	T	9 a.m.-4 p.m.	$171.75
Falls City, FCLC, 109	Rieken	BSAD-3402-FCFB	
Nebraska City			
Dec. 2	T	9 a.m.-4 p.m.	$229
NE City, NCLC, 104	Rieken	BSAD-3402-NCFA	
Nebraska City Chamber Members			
Dec. 2	T	9 a.m.-4 p.m.	$171.75
NE City, NCLC, 104	Rieken	BSAD-3402-NCFB	

Instructor Spotlight

Paul Rieken

Paul's passion is providing transformative development initiatives that elevate performance, productivity and morale, helping teams, leaders, and organizations achieve their highest potential.

Through SCC's Workforce Solutions department, he facilitates team and leadership development initiatives, customized training workshops, strategic planning services, and culture transformation processes.

Paul has more than 27 years of experience in leadership positions within the public and private sectors, fourteen of which were devoted to leading training and development departments. Paul has a bachelor's degree in Human and Social Services Administration and a master's degree in Organizational Performance.

NEW! Leadership Bootcamp 101

This foundational leadership bootcamp equips new and emerging leaders with essential skills for fostering high-performing teams. Participants will gain a deep understanding of psychological safety, effective communication strategies, trust-building techniques, and approaches to lead teams successfully through change.

(0.5 CEUs) **Keyword: Leadership**

Sept. 18	Th	9:30 a.m.-3:30 p.m.	$229
Lincoln, CEC, 302	Mackey	BSAD-6950-CEFA	

NEW! Creating an Intentional Life by Building Balanced Boundaries

Explore the critical role of emotional intelligence in effective leadership for your personal and professional growth. You will learn how to develop your emotional awareness, manage your emotions and build strong relationships. Additionally, the session will focus on the importance of setting healthy boundaries to maintain work-life balance and prevent burnout. **Keyword: Boundaries**

Sept. 25	Th	11 a.m.-12:30 p.m.	$99
LIVE Online, Zoom	Mackey	BSAD-6951-TCFCA	

NEW! Healing Leadership – Trauma-Informed Principles

Discover how forward-thinking leaders are using trauma-informed approaches to create psychologically safe environments where trust flourishes and performance soars. You will learn how to create a supportive and inclusive environment, identify and address potential trauma responses and develop effective mentorship relationships. This paradigm shift will transform how you connect with your team. **Keyword: Leadership**

Nov. 11	T	11 a.m.-Noon	$99
LIVE Online, Zoom	Mackey	BSAD-6952-TCFCA	

NEW! Strategies for Working with Difficult Personalities

Navigating challenging coworkers can be tricky. This course provides essential skills to enhance workplace relationships, such as understanding different personalities, effective communication, managing stress and emotions, setting boundaries, resolving conflicts, and fostering positive connections.

(0.6 CEUs) **Keyword: Personalities**

Oct. 15	W	9 a.m.-4 p.m.	$229
Lincoln, CEC, 302	Dechant	BSAD-7405-CEFA	

Effective Leadership Communication

Research shows that poor communication skills can hinder even the most talented leaders. Ensure your long-term success and that of your company by learning to recognize and demolish the 21 barriers to successful communication, employ a listening process that prevents misunderstandings, leverage positive language to engage and influence, and create rapport and credibility. **Keyword: Leadership**

July 16	W	9 a.m.-4 p.m.	$229
Lincoln, CEC, 302	Dechant	BSAD-6227-CEUA	

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.

(0.9 CEUs) **Keyword: Project**

Sept. 23-Oct. 7	T	9 a.m.-Noon	$229
LIVE Online, Zoom	Slaight	BSAD-7403-TCFCA	
Oct. 16-30	Th	5:30-8:30 p.m.	$229
LIVE Online, Zoom	Slaight	BSAD-7403-TCFCB	

Six Sigma

Elevate your business with the Six Sigma problem-solving process and experience streamlined operations, reduced costs and enhanced customer satisfaction. Whether you are new to the Six Sigma problem-solving process or seeking to advance your skills, we provide various levels to help you achieve excellence. Select the level that best suits your needs.

Six Sigma: White Belt

White Belt training introduces you to the fundamentals of the Six Sigma problem-solving process and an understanding of the roles and responsibilities of being a Six Sigma Project Champion. Topics include process improvement, variability, process performance, and the specific roles that different team members play. Specific tools and methods introduced include Six Sigma, Lean, the DMAIC process, waste, and resource reduction while augmenting satisfaction among customers.

(0.4 CEUs) **Keyword: Sigma**

July 30	W	8 a.m.-Noon	$179
Lincoln, CEC, 304	Gengenbach/Hervert	BSAD-6956-CEUA	

Six Sigma: Yellow Belt

Yellow Belt training takes a deeper look at the Lean Six Sigma problem-solving process by providing an overview of Six Sigma and DMAIC concepts and implementation techniques to achieve bottom-line business results. Yellow Belts can be Executive Champions who wish to explore a powerful tool to improve business problems.

(0.8 CEUs) **Keyword: Sigma**

July 30	W	8 a.m.-5 p.m.	$339
Lincoln, CEC, 304	Gengenbach/Hervert	BSAD-6957-CEUA	

▲ **Eligible for Gap Assistance**

See page 30 for more information.

Six Sigma: Green Belt

Green Belt training is designed to give you a comprehensive understanding of the Six Sigma problem-solving process and teach you how to lead small-scale projects and drive process improvements within your team. You will have an opportunity to work closely with our instructors to apply the DMAIC process to projects and begin to implement changes that will produce measurable results in efficiency, profitability and/or customer service.

(4.9 CEUs) We highly recommend that participants bring a laptop equipped with Minitab software. **Keyword: Sigma** ▲

July 30, 31, Aug. 27, 28, Sept. 24, 25, & Oct. 22			
	W, Th	8:30 a.m.-4:30 p.m.	$2,200
Lincoln, CEC, 302	Gengenbach/Hervert	BSAD-6955-CEUA	

NEW! Six Sigma: ASQ Certified Six Sigma Green Belt Test Prep

Prepare for success with our comprehensive ASQ Certified Six Sigma Green Belt Test Prep, designed to help you master the exam and advance your career.

(6.3 CEUs) We highly recommend that participants bring a laptop equipped with Minitab software. **Keyword: Sigma**

July 30, 31, Aug. 27, 28, Sept. 24, 25, Oct. 22, 23, & Nov. 19			
	W, Th	8:30 a.m.-4:30 p.m.	$2,500
Lincoln, CEC, 302	Gengenbach/Hervert	BSAD-6954-CEUA	

SAVE THE DATE!

3rd Annual Multidimensional Office Professional Conference Unlocking Potential. Inspiring Success.

Thursday, March 27, 2026

Register Today!

DEFINE
MEASURE
ANALYZE
IMPROVE
CONTROL

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.

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**

Sept. 4	Th	9:30–11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3105-TCFCA	

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: Plate**

Oct. 2	Th	9:30–11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3106-TCFCA	

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**

Nov. 6	Th	9:30–11 a.m.	$99
LIVE Online, Zoom	Slaight	BSAD-3107-TCFCA	

Marketing

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**

Oct. 11–Nov. 1	S	9 a.m.–Noon	$349
Lincoln, CEC, 302	Lang	BSAD-3104-CEFA	
Oct. 13–14	M, T	9 a.m.–3 p.m.	$349
Lincoln, CEC, 302	Lang	BSAD-3104-CEFB	

Register Today!

Human Resources

Human Resources aPHR ® Certification Prep

Are you ready to take the first step toward a successful career in Human Resources? This course is designed to help you ace the exam and stand out in the competitive HR field.
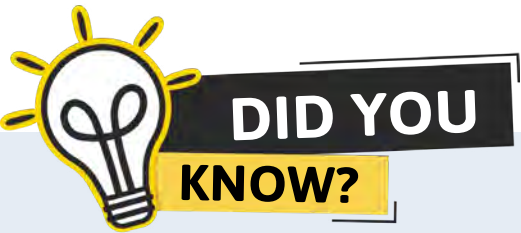
Why Choose Our Course?
- Expert Instructor: Learn from a seasoned HR professional who brings real-world experience and insights.
- Comprehensive Curriculum: Cover all exam topics thoroughly, including HR operations, recruitment, compensation, and more.
- Course book and aPHR exam fee and application included in the cost.
- Flexible Learning: Access our course materials anytime, anywhere and study at your own pace.
- Practice Exams: Test your knowledge with practice exams that mimic the real test environment.
- Supportive Community: Join a network of fellow learners and get support from our dedicated team.

What You'll Gain:
- Confidence: Feel prepared and confident on exam day with our targeted study materials.
- Career Advancement: Enhance your resume and open doors to new career opportunities in HR.
- Knowledge: Gain a deep understanding of HR principles and best practices.

(2.4 CEUs) **Keyword: Resource**

June 1–July 31			$1,100
Online, Canvas	Madsen	BSAD-6953-WBUCA	
Aug. 1–Sept. 30			$1,100
Online, Canvas	Madsen	BSAD-6953-WBUCB	
Oct. 1–Nov. 30			$1,100
Online, Canvas	Madsen	BSAD-6953-WBFCA	

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."

DID YOU KNOW?

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

SMALL-BUSINESS DEVELOPMENT

Small-Business Essentials

NEW! Group Health Insurance 101

As a small business owner, every dollar counts. This course provides you with practical strategies to invest your benefits budget wisely, creating a benefits package to help you strengthen your position in the job market as the employer of choice.

(0.4 CEUs) **Keyword: Insurance**

July 8-22	T	11 a.m.-12:30 p.m.		$99
Lincoln, CEC, 214	Wheeler	BSAD-7406-CEUA		

Starting a Small Business

Do you have 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**

Aug. 13	W	Noon-1 p.m.		$10
LIVE Online, Zoom	Andrew	AREA-6883-TCUFB		
Sept. 11	Th	7-8 p.m.		$10
LIVE Online, Zoom	Andrew	AREA-6883-TCFFA		

Register Today!

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 8	T	8:30 a.m.-12:30 p.m.	$79
Lincoln, CEC, 212	Johnson	ACCT-7293-CEUA	
Sept. 3	W	8:30 a.m.-12:30 p.m.	$79
Lincoln, CEC, 214	Johnson	ACCT-7293-CEFA	
Nov. 18	T	8:30 a.m.-12:30 p.m.	$79
Lincoln, CEC, 212	Johnson	ACCT-7293-CEFB	

Connect with Us!

[f] SCCNeb
SCCLearningCenteratFallsCity
SCCLearningCenteratHebron
SCCLearningCenteratNebraskaCity
SCCLearningCenteratPlattsmouth
SCCLearningCenteratWahoo
SCCLearningCenteratYork

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
- 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
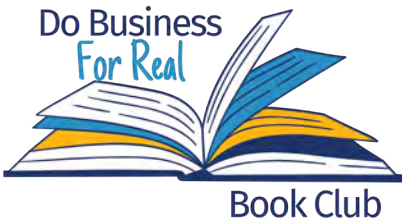- Shared Collaboration Room

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.

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).

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.

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.

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
- » EMT Refresher
- » Paramedic Refresher

- » IV Administration for the EMT
- » EMT National Registry Monthly Education
- » Trauma Nursing Core Course
- » Heartsaver© Bloodborne Pathogens
- » Heartsaver© First Aid

- » Heartsaver© CPR AED
- » Heartcode© CPR BLS
- » 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
- » 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
- » Setting Clear Expectations

- » Develop Your Leadership Style
- » 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

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

AmericanJobCenter®
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://pxl.to/neworksetpl *(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

REGISTER TODAY!

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, pre-requisites, 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 contact our HelpDesk at 402-437-2447 or Continuing Education at 402-437-2700 for assistance.

Payments Accepted

MasterCard. AMERICAN EXPRESS DISCOVER VISA

MAIL

the completed registration form with payment (checks accepted by mail) to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449.

WALK-IN

to the Jack J. Huck Continuing Education Center to register Monday-Thursday, 7:30 a.m.-6:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.

Southeast COMMUNITY COLLEGE

Registration Form - Non-Credit Course

PLEASE PRINT

Complete this form, include your check and mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510

Today's Date ___/___/___

* Required

* Birth Date	Name: * Last	* First	Middle Initial

* Residence Mailing Address	* City	* State	* Zip	Sex Assigned at Birth: ☐ Male ☐ Female

* Personal Email Address	* ☐ Cell Phone ☐ Home	Business Phone

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

SIGNATURE _____

TOTAL DUE

Check payment must accompany this registration form. Check payments may be converted into an ACH transaction, resulting in an immediate electronic withdrawal from your account. Returned items may be re-presented electronically. Call 402-437-2700 with any registration questions.

FOR OFFICE USE ONLY

ID# _____

DE _____

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

ADDITIONAL INFORMATION

Cancellation/Refund Policy: https://pxl.to/cerefundpolicy

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

---

we are where you are

LOCATIONS

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, HSB . . . SCC Lincoln Campus, Health Science Building
8800 O St., Lincoln, NE
402-471-3333

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

Lincoln, STGC . . . 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

Accredited by the Higher Learning Commission.

SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. *The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity. La política publica de SCC es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, religión, sexo*, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. *La Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos hace cumplir la prohibición del Título IX contra discriminación por motivos de sexo, que también incluye la discriminación basada en la identidad de género.

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

NORTHSTAR DIGITAL LITERACY
A program of **Literacy Minnesota**

Master the fundamental tech skills needed in today's world with our *Digital Literacy Series: Essential Skills Certificate*, a comprehensive program designed for both beginners and those looking to enhance their digital knowledge.

« Learn more about the new Digital Literacy Series Certificate