

Business & Professional Development

JANUARY-JUNE 2025

**Unlock
Your
Potential**



Southeast Community College
CONTINUING EDUCATION

» southeast.edu



Computers & Technology

- 2 Programming & Networking
- 4 Software Applications
- 8 Web Development & Design
- 8 Internet
- 9 One-on-One Training

Industry Credentialing

- 19 Food Industry
- 19 Driver Education



Health Care

- 10 Mental Health
- 10 CPR | First Aid
- 13 Emergency Medical Services
- 14 Health Care Provider CEUs

Power Skills

- 20 Marketing
- 20 Leadership Development
- 24 Human Resources



Trades & Industry

- 16 Electromechanical, Automation & Robotics
- 17 Welding
- 18 Forklift
- 18 Manufacturing
- 18 Fiber Optics

Small-Business Development

- 25 Small-Business Essentials
- 26 Entrepreneurship Center & Focus Suites



COURSE LIBRARY | 27
 WORKFORCE SOLUTIONS | 29
 FINANCIAL RESOURCES | 30

CUSTOMIZED TRAINING | 31
 REGISTRATION INFORMATION | 32
 WHERE TO FIND US | 33

COMPUTERS & TECHNOLOGY

Programming & Networking

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



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

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

Take the free assessment



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

See page 30 for more information.

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

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** ▲●◆

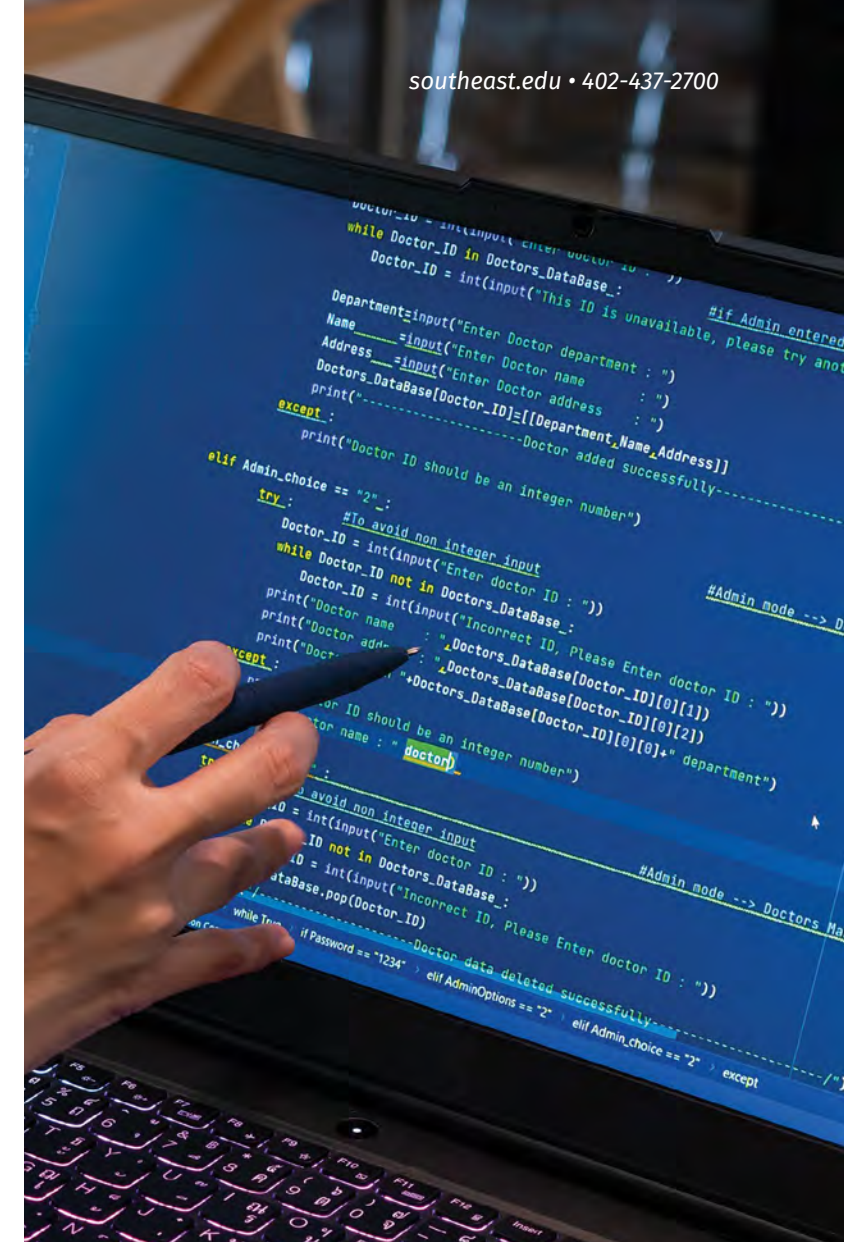
Jan. 30-June 5 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCSCA	\$4,500
Feb. 25-July 1 LIVE Online, Zoom	T Promineo	7-8:30 p.m. INFO-7753-TCSCB	\$4,500
March 27-July 31 LIVE Online, Zoom	Th Promineo	7-8:30 p.m. INFO-7753-TCSCC	\$4,500
April 30-Sept. 3 LIVE Online, Zoom	W Promineo	7-8:30 p.m.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

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



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

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, SGTC, 428	Beck	GDMA-7712-LNSA	
April 22-29	T, Th	6-8:30 p.m.	\$159
Lincoln, SGTC, 428	Beck	GDMA-7712-LNSB	

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, SGTC, 428	Beck	GDMA-7709-LNSA	
April 5	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 428	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, SGTC, 428	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, SGTC, 428	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.

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, SGTC, 103	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, SGTC, 103	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**

See page 30 for more information. 5



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, SGTC, 428	Beck	GDMA-3621-LNSA	
March 15	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 428	Beck	GDMA-3621-LNSB	
May 17	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 428	Beck	GDMA-3621-LNSC	



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**

Jan. 23	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	OFFT-7704-LNSA	
Feb. 14	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, TBA	Goossen	OFFT-7704-LNSB	
March 28	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	OFFT-7704-LNSC	
April 11	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	OFFT-7704-LNSD	
May 13	T	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	OFFT-7704-LNSE	
June 12	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Malta	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**

Feb. 27	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	OFFT-7705-LNSA	
April 23	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Malta	OFFT-7705-LNSB	
June 17	T	8:30 a.m.-4:30 p.m.	\$159
Lincoln, SGTC, 103	Goossen	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	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESA	
Feb. 19	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESB	
April 3	Th	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CESC	
May 21	W	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	ACCT-7291-CEUA	

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

March 10	M	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goosen	OFFT-7613-LNSA	
June 9	M	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goosen	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**

Jan. 8	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7606-LNSA	
Feb. 5	W	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7606-LNSB	
March 5	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 428	Goossen	OFFT-7606-LNSC	
April 5	S	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	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**

Feb. 3	M	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goosen	OFFT-7614-LNSA	
May 5	M	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goosen	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**

Feb. 10	M	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goosen	OFFT-7610-LNSA	
May 12	M	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goosen	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**

Jan. 15	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	INFO-7607-LNSA	
Feb. 12	W	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	INFO-7607-LNSB	
March 12	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	INFO-7607-LNSC	
April 12	S	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	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**

Jan. 22	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7608-LNSA	
Feb. 19	W	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7608-LNSB	
March 19	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7608-LNSC	
April 19	S	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	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**

Jan. 29	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNSA	
Feb. 26	W	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNSB	
March 26	W	Noon-5 p.m.	\$50
Lincoln, SGTC, 103	Goossen	OFFT-7609-LNSC	
April 26	S	8 a.m.-1 p.m.	\$50
Lincoln, SGTC, 103	Goossen	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	

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



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





HEALTH CARE

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 NE City, NCLC, 102	W	6-9 p.m. HLTH-3500-NCSA	\$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	6-6:45 p.m. Registration Deadline: Jan. 6	\$59 HLTH-3501-HBSCA
March 12 Lincoln, CEC, 109B	W	6-6:45 p.m. Registration Deadline: March 10	\$59 HLTH-3501-HBSCB
March 18 Plattsmouth, PLLC, 104 Registration Deadline: March 16	T	5:30-6:15 p.m. HLTH-3501-HBSPA	\$59
May 7 Lincoln, CEC, 109B	W	6-6:45 p.m. Registration Deadline: May 5	\$59 HLTH 3501-HBSCC

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	1-2:30 p.m. Registration Deadline: Jan. 12	\$65.50 HLTH-3253-HBSCA
Jan. 18 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: Jan. 16	\$65.50 HLTH-3253-HBSCB
Jan. 21 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: Jan. 19	\$65.50 HLTH-3253-HBSCC
Feb. 4 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: Feb. 2	\$65.50 HLTH-3253-HBSCD
Feb. 15 Lincoln, CEC, TBA	S	9-10:30 a.m. Registration Deadline: Feb. 13	\$65.50 HLTH-3253-HBSC E
Feb. 20 Lincoln, CEC, 109B	Th	6-7:30 p.m. Registration Deadline: Feb. 18	\$65.50 HLTH-3253-HBSC F
March 5 Lincoln, CEC, 109B	W	1-2:30 p.m. Registration Deadline: March 3	\$65.50 HLTH-3253-HBSC G
March 18 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: March 16	\$65.50 HLTH-3253-HBSC H
April 5 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: April 3	\$65.50 HLTH-3253-HBSC I
April 29 Lincoln, CEC, 109B	T	6-7:30 p.m. Registration Deadline: April 27	\$65.50 HLTH-3253-HBSC J
May 10 Lincoln, CEC, 109B	S	9-10:30 a.m. Registration Deadline: May 8	\$65.50 HLTH-3253-HBSC K
May 13 Lincoln, CEC, TBA	T	1-2:30 p.m. Registration Deadline: May 11	\$65.50 HLTH-3253-HBSC L
June 5 Lincoln, CEC, 109B	Th	1-2:30 p.m. Registration Deadline: June 3	\$65.50 HLTH-3253-HBSC UCA

Plattsmouth

March 18 Plattsmouth, PLLC, 104 Registration Deadline: March 16	T	5:30-7 p.m. HLTH-3253-HBSPA	\$65.50
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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

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





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	April 15 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESV	\$63
Jan. 11 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESB	\$63	April 22 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESW	\$63
Jan. 16 Lincoln, CEC, 109B	Th	8:30 a.m.-1 p.m. HLTH-3251-CESC	\$63	April 26 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESX	\$63
Jan. 25 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESD	\$63	May 3 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESY	\$63
Jan. 28 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESE	\$63	May 15 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESZ	\$63
Jan. 30 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESF	\$63	May 17 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESAA	\$63
Feb. 8 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CDSG	\$63	May 20 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUA	\$63
Feb. 11 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESH	\$63	May 22 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CEUB	\$63
Feb. 18 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESI	\$63	May 27 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUC	\$63
Feb. 22 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESJ	\$63	May 31 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUD	\$63
Feb. 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESK	\$63	June 3 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUE	\$63
Feb. 27 Lincoln, CEC, 109B	Th	5:30-10 p.m. HLTH-3251-CESL	\$63	June 7 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUF	\$63
March 4 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CESM	\$63	June 10 Lincoln, CEC, 109B	T	8:30 a.m.-1 p.m. HLTH-3251-CEUG	\$63
March 8 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESN	\$63	June 21 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUH	\$63
March 11 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESO	\$63	June 24 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEUI	\$63
March 22 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESP	\$63	June 28 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CEUJ	\$63
March 25 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CESQ	\$63	Falls City			
March 29 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESR	\$63	Feb. 6 Falls City, FCLC, 102	Th	5:30-10 p.m. HLTH-3251-FCSA	\$63
April 2 Lincoln, CEC, 109B	W	8:30 a.m.-1 p.m. HLTH-3251-CESS	\$63	Nebraska City			
April 8 Lincoln, CEC, 109B	T	5:30-10 p.m. HLTH-3251-CEST	\$63	Feb. 13 NE City, NCLC, 104	Th	5:30-10 p.m. HLTH-3251-NCSA	\$63
April 12 Lincoln, CEC, 109B	S	9 a.m.-1:30 p.m. HLTH-3251-CESU	\$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	7-7:45 p.m. Registration Deadline: Jan. 6	\$59	HLTH-3506-HBSCA
March 12 Lincoln, CEC, 109B	W	7-7:45 p.m. Registration Deadline: March 10	\$59	HLTH-3506-HBSCB
March 18 Plattsmouth, PLLC, 104	T	6:15-7 p.m. Registration Deadline: March 16	\$59	HLTH-3506-HBSPA
May 7 Lincoln, CEC, 109B	W	7-7:45 p.m. Registration Deadline: May 5	\$59	HLTH-3506-HBSCC



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.	\$197	EMTL-3044-CESA
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EMT Medical/Trauma Assessment Scenarios

Students will participate in hands-on assessment scenarios followed by a briefing 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.





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	



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

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, TBA	Johnson	ACCT-7293-LNSA	
April 17	Th	8:30 a.m.-12:30 p.m.	\$79
Lincoln, TBA	Johnson	ACCT-7293-LNSB	

Connect with Us!

- 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
- 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.

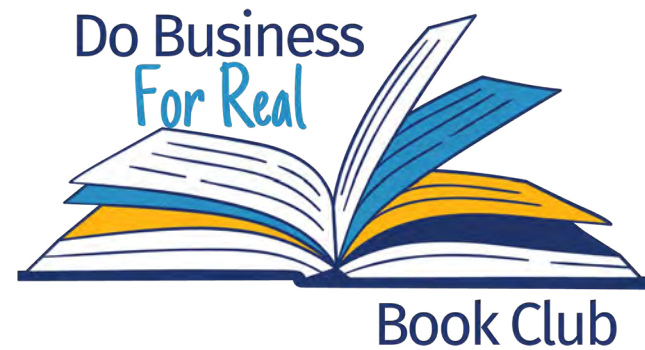
- Individual office suites with 24/7 access (or virtual membership if office space is not needed)
- Supportive, collaborative community culture
- Flexible leases and affordable rental rates
- Free parking and high-speed internet
- Shared Collaboration Room

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.



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



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

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

Connect to learn more:
 ajc.lincoln.ne.gov
 402-441-1640
 1330 N St. Lincoln, NE

● NEworks - ETPL Approved Programs can be found at:
<https://bit.ly/4c3PG3d> (Click on Training Services, then select ETPL Approved Programs.)

❖ Job Enhancement Scholarship


Are you looking for a scholarship for training that could:

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

Eligibility Requirements:

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

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

Scan to learn more and apply
 or contact
 Cindy Meyer at
 402-323-3636 or
 cmeyer@southeast.edu

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



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

Our Process



Contact a Client Manager

402-437-2507

training@southeast.edu

» **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.

Payments Accepted



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.

» **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

we are where you are

LOCATIONS

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

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

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

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

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

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

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

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

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

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

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

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**

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



« Learn more about
customized training opportunities