

# Business & Professional Development

JANUARY-JUNE 2026



**Your Future  
in Automation  
Starts Here**

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CONTINUING EDUCATION

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# CUSTOMIZED TRAINING AWARENESS

## Flexible Leadership Training That Fits Your Team

Strengthen the leadership skills within your organization with our flexible training solutions designed with your business in mind. Choose from a wide range of leadership courses in our comprehensive Training Options and Course Library, and schedule sessions that fit your team's calendar.

We also offer customized content to align with your company's goals, culture and challenges, ensuring every session delivers maximum impact.

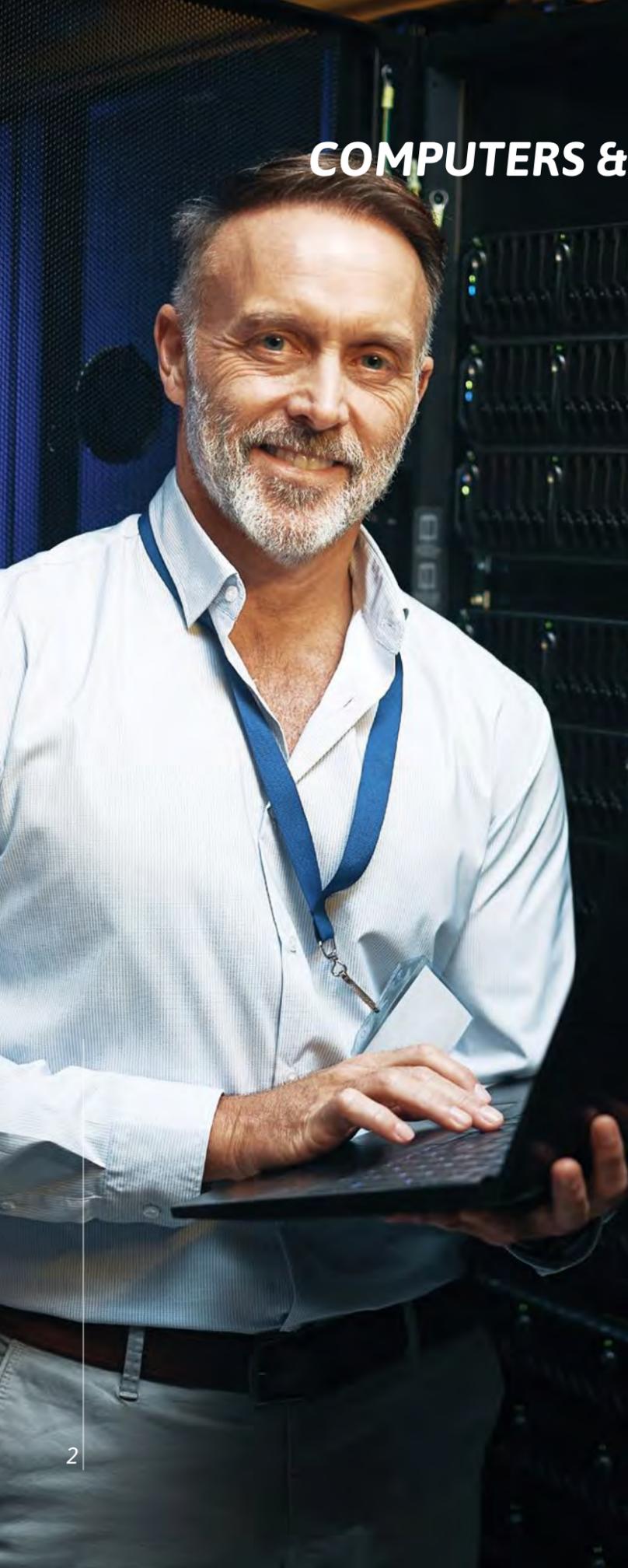
Let us help you develop confident, capable leaders.

Contact us today to explore options and start designing your ideal training experience.

**402-437-2507**

**[training@southeast.edu](mailto:training@southeast.edu)**

# COMPUTERS & TECHNOLOGY



## PROGRAMMING & NETWORKING

In partnership with Quickstart Learning, these classes are



designed to prepare participants for high-growth careers in software development.

Quickstart Learning 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.*

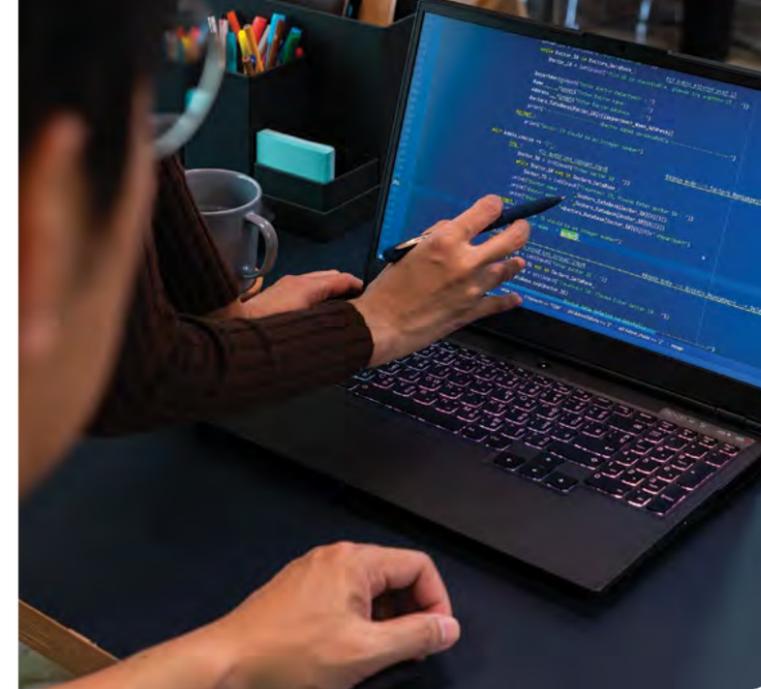
Take the free assessment



### Level Up Your Tech Skills – Coming Soon!

- » Cybersecurity Bootcamp
- » AI-Centric Software Development
- » IT Technician Bootcamp

For more information, visit [southeast.edu/coding-boot-camp](https://southeast.edu/coding-boot-camp)



### 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**

|                                       |                  |                                 |       |
|---------------------------------------|------------------|---------------------------------|-------|
| Jan. 13-27, 2026<br>LIVE Online, Zoom | Th, F<br>Goossen | 6-8 p.m.<br>INFO-3945-TCSCA     | \$249 |
| March 11-25<br>LIVE Online, Zoom      | W, F<br>Goossen  | 10 a.m.-Noon<br>INFO-3945-TCSCB | \$249 |

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](https://sccbookstore.com).

# 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**

|                               |           |                                       |       |
|-------------------------------|-----------|---------------------------------------|-------|
| Feb. 28<br>Lincoln, CEC, 212  | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7712-CESA | \$189 |
| April 18<br>Lincoln, CEC, 212 | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7712-CESB | \$189 |

### 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. 31<br>Lincoln, CEC, 212 | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-3621-CESA | \$189 |
| May 2<br>Lincoln, CEC, 212   | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-3621-CESB | \$189 |

### 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**

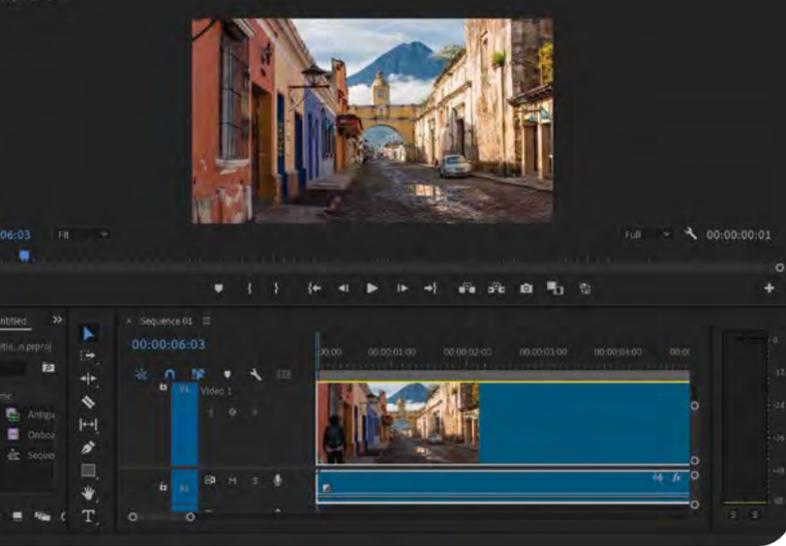
|                             |           |                                       |       |
|-----------------------------|-----------|---------------------------------------|-------|
| Feb. 7<br>Lincoln, CEC, 212 | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7709-CESA | \$189 |
| May 9<br>Lincoln, CEC, 212  | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7709-CEUA | \$189 |

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Register Today!





### 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**

|                              |           |                                       |       |
|------------------------------|-----------|---------------------------------------|-------|
| Feb. 21<br>Lincoln, CEC, 212 | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7714-CESA | \$189 |
| May 23<br>Lincoln, CEC, 212  | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7714-CEUA | \$189 |

### 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**

|                               |             |                                       |       |
|-------------------------------|-------------|---------------------------------------|-------|
| Jan. 30<br>Lincoln, CEC, 212  | F<br>Massey | 8:30 a.m.-4:30 p.m.<br>GDMA-7710-CESA | \$189 |
| April 10<br>Lincoln, CEC, 212 | F<br>Massey | 8:30 a.m.-4:30 p.m.<br>GDMA-7710-CESB | \$189 |

### 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**

|                              |           |                                       |       |
|------------------------------|-----------|---------------------------------------|-------|
| Jan. 17<br>Lincoln, CEC, 212 | S<br>Beck | 8:30 a.m.-4:30 p.m.<br>GDMA-7711-CESA | \$189 |
|------------------------------|-----------|---------------------------------------|-------|

### 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](mailto: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) Dates available. Contact [lives@southeast.edu](mailto:lives@southeast.edu) to set up a class for your team today!

### 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) Dates available. Contact [lives@southeast.edu](mailto:lives@southeast.edu) to set up a class for your team today!

### 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.

Dates available. Contact [lives@southeast.edu](mailto:lives@southeast.edu) to set up a class for your team today!

**!** Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com).

### 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) Dates available. Contact [lives@southeast.edu](mailto:lives@southeast.edu) to set up a class for your team today!

### 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) To request the class in York, contact Diane Houdek at [dhoudek@southeast.edu](mailto:dhoudek@southeast.edu). To request the class in Falls City, contact Cliff Stukenholtz at [cstukenholtz@southeast.edu](mailto:cstukenholtz@southeast.edu).

**Keyword: Excel**

|                                |               |                                       |       |
|--------------------------------|---------------|---------------------------------------|-------|
| Jan. 16<br>Lincoln, SGTC, 103  | F<br>Maltas   | 8:30 a.m.-4:30 p.m.<br>OFFT-7703-LNSA | \$189 |
| Feb. 5<br>Lincoln, SGTC, 103   | Th<br>Goossen | 8:30 a.m.-4:30 p.m.<br>OFFT-7703-LNSB | \$189 |
| March 5<br>Lincoln, SGTC, 103  | Th<br>Maltas  | 8:30 a.m.-4:30 p.m.<br>OFFT-7703-LNSC | \$189 |
| April 17<br>Lincoln, SGTC, 103 | Th<br>Goossen | 8:30 a.m.-4:30 p.m.<br>OFFT-7703-LNSD | \$189 |
| May 6<br>Lincoln, SGTC, 103    | W<br>Maltas   | 8:30 a.m.-4:30 p.m.<br>OFFT-7703-LNSE | \$189 |

### 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**

|                                |               |                                       |       |
|--------------------------------|---------------|---------------------------------------|-------|
| Jan. 23<br>Lincoln, SGTC, 103  | F<br>Maltas   | 8:30 a.m.-4:30 p.m.<br>OFFT-7704-LNSA | \$189 |
| Feb. 19<br>Lincoln, SGTC, 103  | Th<br>Goossen | 8:30 a.m.-4:30 p.m.<br>OFFT-7704-LNSB | \$189 |
| March 12<br>Lincoln, SGTC, 103 | Th<br>Goossen | 8:30 a.m.-4:30 p.m.<br>OFFT-7704-LNSC | \$189 |
| April 24<br>Lincoln, SGTC, 103 | F<br>Maltas   | 8:30 a.m.-4:30 p.m.<br>OFFT-7704-LNSD | \$189 |
| May 20<br>Lincoln, SGTC, 103   | W<br>Maltas   | 8:30 a.m.-4:30 p.m.<br>OFFT-7704-LNUA | \$189 |

### 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**

|                                |               |                                       |       |
|--------------------------------|---------------|---------------------------------------|-------|
| March 19<br>Lincoln, SGTC, 103 | Th<br>Goossen | 8:30 a.m.-4:30 p.m.<br>OFFT-7705-LNSA | \$189 |
| April 30<br>Lincoln, SGTC, 103 | Th<br>Maltas  | 8:30 a.m.-4:30 p.m.<br>OFFT-7705-LNSB | \$189 |

### 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. 7<br>Lincoln, CEC, 212   | W<br>Johnson  | 8:30 a.m.-4:30 p.m.<br>ACCT-7291-CESA | \$199 |
| Feb. 27<br>Lincoln, CEC, 212  | F<br>Johnson  | 8:30 a.m.-4:30 p.m.<br>ACCT-7291-CESB | \$199 |
| April 17<br>Lincoln, CEC, 212 | F<br>Johnson  | 8:30 a.m.-4:30 p.m.<br>ACCT-7291-CESC | \$199 |
| June 4<br>Lincoln, CEC, 212   | Th<br>Johnson | 8:30 a.m.-4:30 p.m.<br>ACCT-7291-CEUA | \$199 |

#### PART 2

|                               |               |                                       |       |
|-------------------------------|---------------|---------------------------------------|-------|
| Jan. 8<br>Lincoln, CEC, 212   | Th<br>Johnson | 8:30 a.m.-4:30 p.m.<br>ACCT-7292-CESA | \$229 |
| March 6<br>Lincoln, CEC, 212  | F<br>Johnson  | 8:30 a.m.-4:30 p.m.<br>ACCT-7292-CESB | \$229 |
| April 24<br>Lincoln, CEC, 212 | F<br>Johnson  | 8:30 a.m.-4:30 p.m.<br>ACCT-7292-CESC | \$229 |
| June 11<br>Lincoln, CEC, 212  | Th<br>Johnson | 8:30 a.m.-4:30 p.m.<br>ACCT-7292-CEUA | \$229 |



### 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.

Dates available. Contact lives@southeast.edu to set up a class for your team today!

### 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.

Dates available. Contact lives@southeast.edu to set up a class for your team today!

### 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**

Dates available. Contact lives@southeast.edu to set up a class for your team today!

## Northstar Digital Literacy Series: Essential Computer Skills

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



### NEW! Digital Literacy Series: Essential Skills Certificate

This Digital Literacy certificate series is bundled to include Basic Computer Skills, Internet Basics, Using Email, Windows Operating System, as well as Basic Skills Microsoft Word and Excel. **This series covers six classes for the price of five.**

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

|                                       |                 |                                 |       |
|---------------------------------------|-----------------|---------------------------------|-------|
| Feb. 4-20<br>Lincoln, CEC, 212        | W, F<br>Goossen | Noon-5 p.m.<br>OFFT-8000-CESA   | \$445 |
| March 7-April 11<br>Lincoln, CEC, 212 | S<br>Goossen    | 8 a.m.-1 p.m.<br>OFFT-8000-CESB | \$445 |

### 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**

|                              |              |                                 |      |
|------------------------------|--------------|---------------------------------|------|
| Feb. 4<br>Lincoln, CEC, 212  | W<br>Goossen | Noon-5 p.m.<br>OFFT-7606-CESA   | \$89 |
| March 7<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>OFFT-7606-CESB | \$89 |

### 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 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. 18<br>Lincoln, CEC, 212 | W<br>Goossen | Noon-5 p.m.<br>OFFT-7614-CESA   | \$89 |
| April 4<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>OFFT-7614-CESB | \$89 |

### 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**

|                               |              |                                 |      |
|-------------------------------|--------------|---------------------------------|------|
| Feb. 20<br>Lincoln, CEC, 212  | F<br>Goossen | Noon-5 p.m.<br>OFFT-7610-CESA   | \$89 |
| April 11<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>OFFT-7610-CESB | \$89 |

### 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**

|                               |              |                                 |      |
|-------------------------------|--------------|---------------------------------|------|
| Feb. 6<br>Lincoln, CEC, 212   | W<br>Goossen | Noon-5 p.m.<br>INFO-7607-CESA   | \$89 |
| March 14<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>INFO-7607-CESB | \$89 |

### 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**

|                               |              |                                 |      |
|-------------------------------|--------------|---------------------------------|------|
| Feb. 11<br>Lincoln, CEC, 212  | W<br>Goossen | Noon-5 p.m.<br>OFFT-7608-CESA   | \$89 |
| March 21<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>OFFT-7608-CESB | \$89 |

### 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**

|                               |              |                                 |      |
|-------------------------------|--------------|---------------------------------|------|
| Feb. 13<br>Lincoln, CEC, 212  | F<br>Goossen | Noon-5 p.m.<br>OFFT-7609-CESA   | \$89 |
| March 28<br>Lincoln, CEC, 212 | S<br>Goossen | 8 a.m.-1 p.m.<br>OFFT-7609-CESB | \$89 |

## 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**

|                              |              |                                      |       |
|------------------------------|--------------|--------------------------------------|-------|
| Jan. 24<br>LIVE Online, Zoom | S<br>Goossen | 10 a.m.-3:30 p.m.<br>INFO-3947-TCSCA | \$139 |
| Feb. 27<br>LIVE Online, Zoom | F<br>Goossen | 10 a.m.-3:30 p.m.<br>INFO-3947-TCSCB | \$139 |
| May 16<br>Lincoln, CEC, 212  | S<br>Goossen | 10 a.m.-3:30 p.m.<br>INFO-3947-CEUA  | \$139 |

Register Today!



# 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**

|                    |         |                 |       |
|--------------------|---------|-----------------|-------|
| Feb. 25            | W       | Noon-5 p.m.     | \$139 |
| Lincoln, SGTC, 103 | Goossen | OFFT-7611-LNSA  |       |
| April 22           | W       | Noon-5 p.m.     | \$139 |
| LIVE Online, Zoom  | Goossen | OFFT-7611-TCSCA |       |



## NEW! Getting Started with AI

Discover how to use chatbots, image generators and other AI tools to make your work easier and more creative. Practice writing strong prompts, create images for blogs or projects, brainstorm and polish writing, and learn to improve searches while avoiding unreliable results.

**Keyword: AI**

|                    |         |                 |       |
|--------------------|---------|-----------------|-------|
| Jan. 30            | F       | Noon-4 p.m.     | \$129 |
| Lincoln, SGTC, 103 | Goossen | INFO-7760-LNSA  |       |
| March 6            | F       | Noon-4 p.m.     | \$129 |
| LIVE Online, Zoom  | Goossen | INFO-7760-TCSCA |       |

## NEW! Spotting Misinformation in the AI Age

AI is powerful — but it can also be misused. In this session, you'll learn how your data is used, how to protect your privacy, and how to recognize AI-generated content, scams and misinformation. You'll leave more confident and equipped to use AI responsibly.

**Keyword: AI**

|                    |         |                 |       |
|--------------------|---------|-----------------|-------|
| Feb. 12            | Th      | Noon-4 p.m.     | \$129 |
| Lincoln, SGTC, 103 | Goossen | INFO-7761-LNSA  |       |
| March 27           | F       | Noon-4 p.m.     | \$129 |
| LIVE Online, Zoom  | Goossen | INFO-7761-TCSCA |       |

## NEW! AI for Everyday Work

Explore practical, nontechnical AI for productivity, effective prompts, ethical use and real workflows for writing, images, research, and planning.

Live demos and guided personalization. **Keyword: AI**

|                   |        |                 |      |
|-------------------|--------|-----------------|------|
| Jan. 29           | Th     | 6:30-8:30 p.m.  | \$49 |
| Lincoln, CEC, 212 | Jensen | LLLX-2410-CESA  |      |
| Feb. 16           | M      | 7-9 p.m.        | \$49 |
| LIVE Online, Zoom |        | Saulsberry      |      |
| York, YKLC, D101  |        | AREA-1414-TCSYA |      |
|                   |        | AREA-1414-YKSA  |      |

## 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.

The instructor will send the Zoom link—please check your email, including spam and junk folders, and watch for the subject line. **Keyword: AI**

|                                |        |                 |      |
|--------------------------------|--------|-----------------|------|
| Jan. 27                        | T      | 6:30-8:30 p.m.  | \$29 |
| LIVE Online, Zoom              | Jensen |                 |      |
| Registration Deadline: Jan. 22 |        | LLLX-2310-TCSCA |      |

## How to Use Artificial Intelligence: Using ChatGPT

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

**Keyword: Artificial**

|                    |          |                 |      |
|--------------------|----------|-----------------|------|
| Jan. 21            | W        | 9 a.m.-Noon     | \$49 |
| NE City, NCLC, 104 | McKinney | AREA-1171-NCSA  |      |
| Jan. 28            | W        | 1-4 p.m.        | \$49 |
| LIVE Online, Zoom  | McKinney | AREA-1171-TCSFA |      |

## 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 humanlike thinking. Explore the benefits, ethical concerns and potential dangers that AI presents.

**Keyword: Artificial**

|                    |          |                |      |
|--------------------|----------|----------------|------|
| Jan. 21            | W        | Noon-3 p.m.    | \$49 |
| NE City, NCLC, 103 | McKinney | AREA-0945-NCSA |      |

## Virtual Reality 101: Emerging Technologies

VR, AR, MR, 360 photo and video, and the metaverse. Ever wonder what it all means? We'll examine some of the key features and benefits of these emerging technologies, as well as their practical uses. We'll cover some of the best games and platforms where this technology currently exists.

**Keyword: Virtual**

|                    |          |                |      |
|--------------------|----------|----------------|------|
| Jan. 21            | W        | 5-8 p.m.       | \$39 |
| NE City, NCLC, 103 | McKinney | AREA-1407-NCSA |      |

## Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

**Keyword: Zoom**

|                        |   |                 |      |
|------------------------|---|-----------------|------|
| Jan. 20                | T | 1-4 p.m.        | \$49 |
| LIVE Online, Zoom      |   | AREA-0934-TCSFA |      |
| Jan. 21                | W | 9 a.m.-Noon     | \$49 |
| LIVE Online, Zoom      |   | Meyer           |      |
| Plattsmouth, PLLC, 102 |   | AREA-0934-TCSPA |      |
|                        |   | AREA-0934-PLSA  |      |
| Jan. 27                | T | 6-9 p.m.        | \$49 |
| LIVE Online, Zoom      |   | Meyer           |      |
| Plattsmouth, PLLC, 102 |   | AREA-0934-TCSPB |      |
|                        |   | AREA-0934-PLSB  |      |

## NEW! Canva for Beginners

Learn the basics of Canva in this hands-on introduction to the popular online design tool. Designed for true beginners, the class covers step by step how to navigate the interface; understand elements; add and edit text and images; use templates; and save and share your designs. You will create simple, polished projects such as flyers, social media posts and invitations.

**Keyword: Canva**

|                        |            |                |      |
|------------------------|------------|----------------|------|
| Jan. 13                | T          | 6-8 p.m.       | \$39 |
| Plattsmouth, PLLC, 102 | Warga      | AREA-0909-PLSA |      |
| Jan. 21                | W          | 6:30-8:30 p.m. | \$39 |
| Lincoln, CEC, 212      | Jensen     | LLLX-2408-CESA |      |
| Jan. 26                | M          | 7-9 p.m.       | \$39 |
| York, YKLC, D101       | Saulsberry | AREA-0909-YKSA |      |

## NEW! Canva: Beyond the Basics

Learn the basics of Canva in this hands-on introduction to the popular online design tool. Designed for true beginners, the class covers step by step how to navigate the interface; understand elements; add and edit text and images; use templates; and save and share your designs. You will create simple, polished projects such as flyers, social media posts and invitations.

**Keyword: Canva**

|                        |            |                |      |
|------------------------|------------|----------------|------|
| Jan. 27                | T          | 6-8 p.m.       | \$39 |
| Plattsmouth, PLLC, 102 | Warga      | AREA-0910-PLSA |      |
| Jan. 28                | W          | 6:30-8:30 p.m. | \$39 |
| Lincoln, CEC, 212      | Jensen     | LLLX-2409-CESA |      |
| Feb. 2                 | M          | 7-9 p.m.       | \$39 |
| York, YKLC, D101       | Saulsberry | AREA-0910-YKSA |      |
| Feb. 9                 | M          | 7-9 p.m.       | \$39 |
| York, YKLC, D101       | Saulsberry | AREA-0910-YKSB |      |

## One-on-One Canva Training

This two-hour personalized opportunity allows you to learn how to create stunning cards, flyers and publications or assist you with fine-tuning your existing projects.

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

|                  |            |      |                |
|------------------|------------|------|----------------|
| Plattsmouth Area | Warga      | \$69 | AREA-1161-PLSA |
| York Area        | Saulsberry | \$69 | AREA-1161-YKSA |

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

### 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 | \$69 | AREA-0908-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.

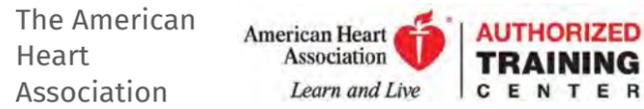
Training is scheduled at an SCC facility at a time convenient for you and the instructor. **Keyword: Device**

|  |                      |      |                |
|--|----------------------|------|----------------|
| Falls City Area                                  | Steinhauser/McKinney | \$35 | AREA-0880-FCSA |
| Nebraska City Area                               |                      | \$35 | AREA-0880-NCSA |
| Plattsmouth Area                                 |                      | \$35 | AREA-0880-PLSA |
| Wahoo Area                                       | Bomberger            | \$35 | AREA-0880-WHSA |
| <i>* No Android phone instruction available.</i> |                      |      |                |
| York Area  |                      | \$35 | AREA-0880-YKSA |



# 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.

### 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. 17<br>Lincoln, CEC, 109B                    | S  | 9-10:30 a.m. | \$65.50 |
| Registration Deadline: Jan. 15 HLTH-3253-HBSCA   |    |              |         |
| Jan. 20<br>Lincoln, CEC, 109B                    | T  | 1-2:30 p.m.  | \$65.50 |
| Registration Deadline: Jan. 18 HLTH-3253-HBSCB   |    |              |         |
| Jan. 27<br>Lincoln, CEC, 109B                    | T  | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: Jan. 25 HLTH-3253-HBSCC   |    |              |         |
| Feb. 12<br>Lincoln, CEC, 109B                    | Th | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: Feb. 10 HLTH-3253-HBSCD   |    |              |         |
| Feb. 17<br>Lincoln, CEC, 109B                    | T  | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: Feb. 15 HLTH-3253-HBSC E  |    |              |         |
| Feb. 28<br>Lincoln, CEC, 109B                    | S  | 9-10:30 a.m. | \$65.50 |
| Registration Deadline: Feb. 26 HLTH-3253-HBSC F  |    |              |         |
| March 10<br>Lincoln, CEC, 109B                   | T  | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: March 8 HLTH-3253-HBSC G  |    |              |         |
| March 19<br>Lincoln, CEC, 109B                   | Th | 1-2:30 p.m.  | \$65.50 |
| Registration Deadline: March 17 HLTH-3253-HBSC H |    |              |         |
| April 18<br>Lincoln, CEC, 109B                   | S  | 9-10:30 a.m. | \$65.50 |
| Registration Deadline: April 16 HLTH-3253-HBSC I |    |              |         |
| April 23<br>Lincoln, CEC, 109B                   | Th | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: April 21 HLTH-3253-HBSC J |    |              |         |
| May 9<br>Lincoln, CEC, 109B                      | S  | 9-10:30 a.m. | \$65.50 |
| Registration Deadline: May 7 HLTH-3253-HBSC K    |    |              |         |
| May 12<br>Lincoln, CEC, 109B                     | T  | 1-2:30 p.m.  | \$65.50 |
| Registration Deadline: May 10 HLTH-3253-HBUCA    |    |              |         |
| June 4<br>Lincoln, CEC, 109B                     | Th | 1-2:30 p.m.  | \$65.50 |
| Registration Deadline: June 2 HLTH-3253-HBUCB    |    |              |         |
| June 25<br>Lincoln, CEC, 109B                    | Th | 6-7:30 p.m.  | \$65.50 |
| Registration Deadline: June 23 HLTH-3253-HBUCC   |    |              |         |

### 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. 27<br>Lincoln, CEC, 109B  | T  | 6-7:30 p.m.  | \$25 |
| HLTH-3499-CESA                 |    |              |      |
| Feb. 28<br>Lincoln, CEC, 109B  | S  | 9-10:30 a.m. | \$25 |
| HLTH-3499-CESB                 |    |              |      |
| March 19<br>Lincoln, CEC, 109B | Th | 1-2:30 p.m.  | \$25 |
| HLTH-3499-CESC                 |    |              |      |
| April 23<br>Lincoln, CEC, 109B | Th | 6-7:30 p.m.  | \$25 |
| HLTH-3499-CESD                 |    |              |      |
| May 9<br>Lincoln, CEC, 109B    | S  | 9-10:30 a.m. | \$25 |
| HLTH-3499-CESE                 |    |              |      |
| June 4<br>Lincoln, CEC, 109B   | Th | 1-2:30 p.m.  | \$25 |
| HLTH-3499-CEUA                 |    |              |      |

### 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. 6<br>Lincoln, CEC, 109B      | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESA                    |    |                  |      |
| Jan. 10<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESB                    |    |                  |      |
| Jan. 13<br>Lincoln, CEC, 109B     | T  | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CESC                    |    |                  |      |
| Jan. 15<br>Lincoln, CEC, 109B     | Th | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESD                    |    |                  |      |
| Jan. 22<br>Lincoln, CEC, 109B     | Th | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CESE                    |    |                  |      |
| Jan. 24<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESF                    |    |                  |      |
| Feb. 3<br>Lincoln, CEC, 109B      | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESG                    |    |                  |      |
| Feb. 7<br>Lincoln, CEC, 109B      | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESH                    |    |                  |      |
| Feb. 10<br>Lincoln, CEC, 109B     | T  | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CESI                    |    |                  |      |
| Feb. 19<br>Lincoln, CEC, 109B     | Th | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESJ                    |    |                  |      |
| Feb. 21<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESK                    |    |                  |      |
| Feb. 24<br>Lincoln, CEC, 109B     | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESL                    |    |                  |      |
| March 3<br>Lincoln, CEC, 109B     | T  | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CESM                    |    |                  |      |
| March 7<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESN                    |    |                  |      |
| March 17<br>Lincoln, CEC, 109B    | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESO                    |    |                  |      |
| March 21<br>Lincoln, CEC, 109B    | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESP                    |    |                  |      |
| March 24<br>Lincoln, CEC, 109B    | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESQ                    |    |                  |      |
| March 28<br>Lincoln, CEC, 109B    | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESR                    |    |                  |      |
| April 7<br>Lincoln, CEC, 109B     | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESS                    |    |                  |      |
| April 11<br>Lincoln, CEC, 109B    | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEST                    |    |                  |      |
| April 14<br>Lincoln, CEC, 109B    | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESU                    |    |                  |      |
| April 21<br>Lincoln, CEC, 109B    | T  | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CESV                    |    |                  |      |
| April 25<br>Lincoln, CEC, 109B    | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESW                    |    |                  |      |
| May 2<br>Lincoln, CEC, 109B       | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CESX                    |    |                  |      |
| May 5<br>Lincoln, CEC, 109B       | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CESY                    |    |                  |      |
| May 16<br>Lincoln, CEC, 109B      | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEUA                    |    |                  |      |
| May 19<br>Lincoln, CEC, 109B      | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CEUB                    |    |                  |      |
| May 21<br>Lincoln, CEC, 109B      | Th | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CEUC                    |    |                  |      |
| May 30<br>Lincoln, CEC, 109B      | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEUD                    |    |                  |      |
| June 2<br>Lincoln, CEC, 109B      | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CEUE                    |    |                  |      |
| June 6<br>Lincoln, CEC, 109B      | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEUF                    |    |                  |      |
| June 9<br>Lincoln, CEC, 109B      | T  | 8:30 a.m.-1 p.m. | \$63 |
| HLTH-3251-CEUG                    |    |                  |      |
| June 16<br>Lincoln, CEC, 109B     | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-CEUH                    |    |                  |      |
| June 20<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEUI                    |    |                  |      |
| June 27<br>Lincoln, CEC, 109B     | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-CEUJ                    |    |                  |      |
| <b>FALLS CITY</b>                 |    |                  |      |
| March 21<br>Falls City, FCLC, 109 | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-FCSA                    |    |                  |      |
| <b>YORK</b>                       |    |                  |      |
| Feb. 3<br>York, YKLC, TBA         | T  | 5:30-10 p.m.     | \$63 |
| HLTH-3251-YKSA                    |    |                  |      |
| March 21<br>York, YKLC, TBA       | S  | 9 a.m.-1:30 p.m. | \$63 |
| HLTH-3251-YKSB                    |    |                  |      |

### 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**

|                               |   |          |      |
|-------------------------------|---|----------|------|
| Feb. 4<br>Lincoln, CEC, 109B  | W | 6-9 p.m. | \$59 |
| HLTH-3500-CESA                |   |          |      |
| April 8<br>Lincoln, CEC, 109B | W | 6-9 p.m. | \$59 |
| HLTH-3500-CESB                |   |          |      |
| June 10<br>Lincoln, CEC, 109B | W | 6-9 p.m. | \$59 |
| HLTH-3500-CEUA                |   |          |      |



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

This class meets the CPR AED requirements for day cares.

**Keyword: AED**

|                                |                                     |                                |      |
|--------------------------------|-------------------------------------|--------------------------------|------|
| Jan. 7<br>Lincoln, CEC, 109B   | W<br>Registration Deadline: Jan. 5  | 6-6:45 p.m.<br>HLTH-3501-HBSCA | \$59 |
| March 11<br>Lincoln, CEC, 109B | W<br>Registration Deadline: March 9 | 6-6:45 p.m.<br>HLTH-3501-HBSCB | \$59 |
| May 13<br>Lincoln, CEC, 109B   | W<br>Registration Deadline: Nov. 3  | 6-6:45 p.m.<br>HLTH-3501-HBUCA | \$59 |

### 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. 11<br>Lincoln, CEC, 109B  | W<br>Registration Deadline: Jan. 5  | 6-9 p.m.<br>HLTH-3505-CESA | \$59 |
| April 15<br>Lincoln, CEC, 109B | W<br>Registration Deadline: March 9 | 6-9 p.m.<br>HLTH-3505-CESB | \$59 |
| June 17<br>Lincoln, CEC, 109B  | W<br>Registration Deadline: May 11  | 6-9 p.m.<br>HLTH-3505-CEUA | \$59 |

### HB | Heartsaver® First Aid Online + Skills Session

This class meets the First Aid requirements for day cares.

**Keyword: Aid**

|                                |                                     |                                |      |
|--------------------------------|-------------------------------------|--------------------------------|------|
| Jan. 7<br>Lincoln, CEC, 109B   | W<br>Registration Deadline: Jan. 5  | 7-7:45 p.m.<br>HLTH-3506-HBSCA | \$59 |
| March 11<br>Lincoln, CEC, 109B | W<br>Registration Deadline: March 9 | 7-7:45 p.m.<br>HLTH-3506-HBSCB | \$59 |
| May 13<br>Lincoln, CEC, 109B   | W<br>Registration Deadline: May 11  | 7-7:45 p.m.<br>HLTH-3506-HBUCA | \$59 |

## Let us come to you!

Bringing CPR to your team has never been easier!

To learn more, contact us at 402-437-2700 or [continuinged@southeast.edu](mailto:continuinged@southeast.edu).



## EMERGENCY MEDICAL SERVICES

### IV Administration for the EMT

This hybrid 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](mailto:abassen@southeast.edu).

**Keyword: Administration**

|                        |        |                              |  |       |
|------------------------|--------|------------------------------|--|-------|
| April 24<br>& April 25 | F<br>S | 6-9 p.m.<br>9 a.m.-4:30 p.m. | LIVE Online, Zoom<br>Lincoln, CEC, 109B<br>EMTL-3044-HBSCA | \$249 |
|------------------------|--------|------------------------------|--|-------|



2026 EMT National Registry Monthly Education



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

Medical Coding and Billing

Medical Scribe

**NEW!**  
Medical Administrative Assistant with EHR

## HEALTH CARE PROVIDERS CEUS



### Breastfeeding Education for Providers: Creating a Network of Support for Families

This interactive continuing education course provides a broad overview of the historical and cultural aspects of infant feeding while examining best clinical breastfeeding practices. The content focuses on breastfeeding from psychosocial and scientific perspectives.

This course is pertinent for anyone who works with young families. It is accepted for CLC and IBCLC recertification, as well as lactation education for IBCLC candidates. A 20-contact-hour certificate of completion will be awarded to students who fully participate in the 15 live online hours and complete five self-study hours. Certificates will not be awarded for partial completion. The live online sessions are presented in five three-hour sessions. You will need access to a computer with audio, video and the capacity to view a PowerPoint presentation. Your camera must be on during each live online session to show you are in attendance. You will receive the Zoom link the week prior to class start.

Instructor: Ann Seacrest, BSN, RN, IBCLC, brings more than 35 years of experience as a clinical IBCLC, hospital-based postpartum and lactation nurse, certified ASP childbirth educator, certified DONA doula and DONA doula teacher. She is a co-founder and past executive director of MilkWorks.

Tuition assistance may be available. Contact [annseacrest@ars-health.com](mailto:annseacrest@ars-health.com) for more information.

**Keyword: Breastfeeding**

|                                 |               |   |       |
|---------------------------------|---------------|---|-------|
| April 1-29<br>LIVE Online, Zoom | W<br>Seacrest | 9:30 a.m.-12:30 p.m.<br>HLTH-3265-TCSCA | \$129 |
|---------------------------------|---------------|---|-------|

### 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 March 8. The textbook or virtual book will be mailed/available online the week of March 8 so you have time to review/study before attending. Lunch is on your own. **Keyword: Trauma**

|   |                  |                                      |       |
|---|------------------|--------------------------------------|-------|
| April 14<br>& April 15<br>Lincoln, CEC, 110 | T<br>W<br>DeWitt | 8 a.m.-3:30 p.m.<br>8 a.m.-2:30 p.m. | \$339 |
| Registration Deadline: Sept. 24             |                  | NURS-3238-CESA                       |       |

### F2F | Nurse's Day Out

Six contact hours. Two great topics. One phenomenal speaker! Join us for a day celebrating nurses with guest speaker Barb Bancroft.

You will learn that "Lab Tests Can Be Fun!" Barb will discuss tests, physiology, pathophysiology, and interpretation as related to the patient's clinical condition. She will also cover the health benefits of various fluids and vitamins, provide current information on cancer risks and screening, outline the pros and cons of the newest weight-loss drugs, and share unique ways to "unstress" for success with "To Your Health!"

Registration includes morning refreshments, lunch and lots of laughs. Sign-in begins at 8 a.m. This nursing continuing professional development activity was approved by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. **Keyword: Trauma**

|                                |                |                  |       |
|--------------------------------|----------------|------------------|-------|
| April 16<br>Lincoln, CEC, 302  | Th<br>Bancroft | 8 a.m.-3:30 p.m. | \$129 |
| Registration Deadline: April 8 |                | NURS-3238-CESA   |       |

Register Today!



### 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**

|                                 |                 |      |
|---------------------------------|-----------------|------|
| Dec. 1-Jan. 31                  | Online          | \$49 |
| Registration Deadline: Jan. 24  | NURS-3275-WBSCA |      |
| Feb. 1-March 18                 | Online          | \$49 |
| Registration Deadline: March 11 | NURS-3275-WBSCB |      |



### Abuse & Neglect Prevention for Nursing Assistants

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

(1.0 contact hour) Once you have completed the one-hour online in-service, the state is notified by email that you have completed the course. NOTE: For successful completion, you must get 100% on the quiz which covers the material you have read and the videos you have watched. You can take the quiz as many times as needed. **Keyword: Abuse**

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



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

## 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

This class is the first in the Electrical Foundations Series. You'll build a solid understanding of electrical principles, including circuits, voltage, current, resistance and basic electrical components.

(2.4 CEUs) **Keyword: Electrical** ▲ ◆

|                    |          |                |       |
|--------------------|----------|----------------|-------|
| Jan. 26-28         | M, T, W  | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123 | Lenser   | ELEC-6075-LNSA |       |
| April 20-22        | M, T, W  | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123 | Lenser   | ELEC-6075-LNSB |       |
| May 5-7            | T, W, Th | 8 a.m.-5 p.m.  | \$719 |
| York, YKLC, D101   | Aden     | ELEC-6075-YKSA |       |

#### Motor Control & Relay Logic

Recommended Prerequisite: Electrical Fundamentals (ELEC-6075) or equivalent

This class is the second in the Electrical Foundations Series. It covers the principles and applications of motor control and relay logic, focusing on the design, operation and troubleshooting of control circuits and automation systems.

(2.4 CEUs) **Keyword: Motor** ▲ ◆

|                    |          |                |       |
|--------------------|----------|----------------|-------|
| Feb. 24-26         | T, W, Th | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123 | Blaser   | ELEC-6076-LNSA |       |
| May 19-21          | T, W, Th | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123 |          | ELEC-6076-LNUA |       |
| June 9-11          | T, W, Th | 8 a.m.-5 p.m.  | \$719 |
| York, YKLC, D101   | Aden     | ELEC-6076-YKUA |       |

#### Electrical Troubleshooting

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

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

(2.4 CEUs) **Keyword: Electrical** ▲ ◆

|                       |          |                |       |
|-----------------------|----------|----------------|-------|
| March 3-5             | T, W, Th | 8 a.m.-5 p.m.  | \$719 |
| Falls City, FCLC, 103 | Aden     | ELEC-6548-FCSA |       |
| March 23-25           | M, T, W  | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123    | Lenser   | ELEC-6548-LNSA |       |
| June 23-25            | M, T, W  | 8 a.m.-5 p.m.  | \$719 |
| Lincoln, SGTC, 123    |          | ELEC-6548-LNUA |       |

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

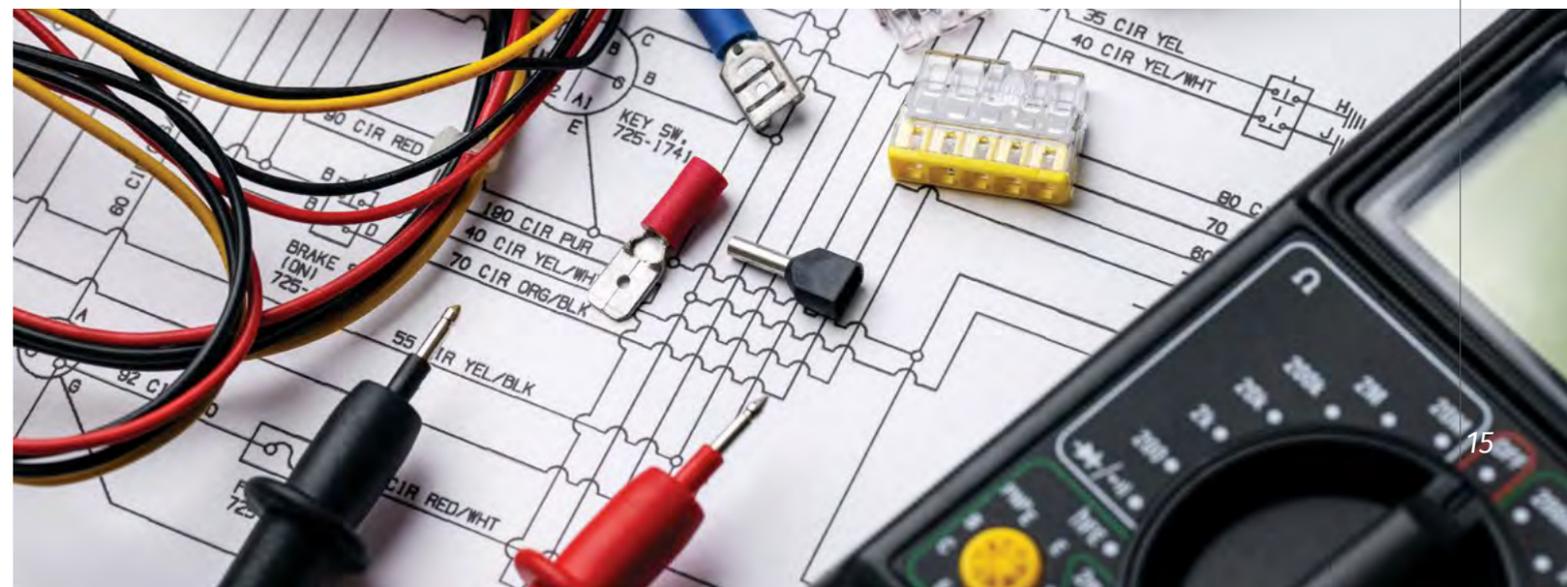
See page 30 for more information.



Nurse Educator Conference  
June 5, 2026

For a full list of continuing education courses, please visit [pxl.to/cenursingceus](http://pxl.to/cenursingceus). For questions, email [continuinged@southeast.edu](mailto:continuinged@southeast.edu).

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**

|                                    |                  |                                 |       |
|------------------------------------|------------------|---------------------------------|-------|
| Jan. 13-15<br>Lincoln, SGTC, 123   | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6730-LNSA | \$719 |
| May 12-14<br>Falls City, FCLC, 103 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6730-FCUA | \$719 |
| June 2-4<br>Lincoln, SGTC, 123     | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6730-LNUA | \$719 |
| July 7-9<br>York, YKLC, D101       | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6730-YKUA | \$719 |

### Basic Rockwell RS500 PLC

Recommended prerequisite: Introduction to PLCs (ELEC-6730) or equivalent

This class provides an introduction to Rockwell Automation's RSLogix 500 software and SLC 500 PLCs, focusing on basic programming, hardware configuration and fundamental control applications.

(2.4 CEUs) **Keyword: PLC** ▲

|                                      |                  |                                 |       |
|--------------------------------------|------------------|---------------------------------|-------|
| Feb. 17-19<br>Lincoln, SGTC, 123     | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6078-LNSA | \$839 |
| June 30-July 2<br>Lincoln, SGTC, 123 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6078-LNUA | \$839 |

### Basic Rockwell RS5000 PLC

Recommended Prerequisites: Introduction to PLCs (ELEC-6078) and Basic Rockwell RS500 PLC (ELEC-6078) or equivalent

This class introduces the fundamentals of Rockwell Automation's RSLogix 5000 software and ControlLogix PLCs, focusing on hardware setup, programming and basic industrial control applications.

(2.4 CEUs) **Keyword: PLC** ▲

|                                   |                  |                                 |       |
|-----------------------------------|------------------|---------------------------------|-------|
| March 17-19<br>Lincoln, SGTC, 123 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6080-LNSA | \$839 |
|-----------------------------------|------------------|---------------------------------|-------|

▲ Eligible for Gap Assistance

◆ Eligible for American Job Center assistance

See page 30 for more information.

### Advanced Rockwell RS5000 PLC

Recommended Prerequisites: Introduction to PLCs (ELEC-6078), Basic Rockwell RS500 PLC (ELEC-6078) and Basic Rockwell RS5000 PLC (ELEC-6080) or equivalent

This advanced course builds on the Basic RS5000 class, with a focus on programming, troubleshooting and optimizing complex control systems using Rockwell Automation's RSLogix 5000 software and ControlLogix PLCs. Topics include advanced features such as communication networks, motion control and process automation.

(2.4 CEUs) **Keyword: PLC**

|                                   |                  |                                 |       |
|-----------------------------------|------------------|---------------------------------|-------|
| April 14-16<br>Lincoln, SGTC, 123 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6085-LNSA | \$839 |
|-----------------------------------|------------------|---------------------------------|-------|

### Industrial Instrumentation & Control

This course offers a practical introduction to industrial sensors and control systems. You will learn the operation and application of photoelectric, inductive, capacitive, and temperature sensors, as well as encoders for position and speed measurement. Emphasis is placed on integrating sensors with Programmable Logic Controllers, including selection, setup and troubleshooting. Hands-on labs and demonstrations provide the skills needed to support automation and process control systems in industrial settings.

(2.4 CEUs) Training includes lecture and hands-on usage of actual devices such as photo-electric, inductive, capacitive, and temperature sensors. Interface to PLCs and control techniques will be covered using simulation trainer consoles. Such sensors are keys to green building automation.

**Keyword: Industrial** ▲◆

|                                 |                  |                                 |       |
|---------------------------------|------------------|---------------------------------|-------|
| April 7-9<br>Lincoln, SGTC, 123 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6234-LNSA | \$719 |
|---------------------------------|------------------|---------------------------------|-------|

### Industrial Electro-Pneumatics

This intensive course is designed for individuals with industrial experience who want to deepen their knowledge of pneumatic and electro-pneumatic systems. Through hands-on exercises and computer-based simulations, participants will study the design, operation, and troubleshooting of pneumatic circuits commonly used in manufacturing and automation.

(3.2 CEUs) **Keyword: Pneumatics** ▲

|                                  |                     |                                 |       |
|----------------------------------|---------------------|---------------------------------|-------|
| June 15-18<br>Lincoln, SGTC, 123 | M, T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6871-LNUA | \$799 |
|----------------------------------|---------------------|---------------------------------|-------|

### Industrial Communications & Networking

This introductory class provides a practical foundation in industrial networking technologies and equipment. You'll explore the roles of wiring, switches, routers and firewalls in building and securing industrial networks. The course also covers IP addressing, basic network configuration and troubleshooting using diagnostic tools. Through hands-on exercises and real-world examples, you'll gain the skills needed to support and maintain reliable communication systems in industrial environments.

(2.4 CEUs) **Keyword: Industrial**

|                                 |                    |                                 |       |
|---------------------------------|--------------------|---------------------------------|-------|
| May 19-21<br>Lincoln, SGTC, 205 | T, W, Th<br>Redler | 8 a.m.-5 p.m.<br>ELEC-7346-LNUA | \$899 |
|---------------------------------|--------------------|---------------------------------|-------|

### Variable Frequency Drives

This course gives insights to basic theory, installation considerations, control wiring, and programming of parameters to utilize VFDs in industrial and commercial applications. An excellent opportunity for individuals to apply theory to hands-on lab projects that reflect problems that may be encountered in one's daily work.

(1.6 CEUs) **Keyword: Variable** ▲

|                                   |              |                                 |       |
|-----------------------------------|--------------|---------------------------------|-------|
| March 10-11<br>Lincoln, SGTC, 123 | T, W<br>Aden | 8 a.m.-5 p.m.<br>ELEC-6177-LNSA | \$499 |
|-----------------------------------|--------------|---------------------------------|-------|



## NEW! Introduction to Robotic Programming

This hands-on course offers a comprehensive introduction to industrial robotics with a focus on Fanuc robotic systems. Through classroom instruction and practical lab exercises, you'll build the knowledge and skills needed to safely operate, program and troubleshoot industrial robots in real-world manufacturing environments. The course emphasizes safety protocols, system navigation and basic programming techniques essential for modern automation applications.

(2.4 CEUs) **Keyword: Robotic**

|                                  |                    |                                 |       |
|----------------------------------|--------------------|---------------------------------|-------|
| March 9-11<br>Lincoln, SGTC, 125 | T, W, Th<br>Lenser | 8 a.m.-5 p.m.<br>ELEC-7060-LNSA | \$999 |
| May 26-28<br>Lincoln, SGTC, 125  | T, W, Th<br>Zachek | 8 a.m.-5 p.m.<br>ELEC-7060-LNUA | \$999 |

### 6-Hour Journeyman Exam Prep

This accelerated prep course is designed for apprentice electricians preparing for the journeyman licensing exam. You'll review key exam topics and strategies to build confidence and readiness.

(0.4 CEUs) The exam is not included and must be registered for separately. While this course provides valuable preparation, it does not guarantee a passing score. It's recommended that you have taken a practice test or the actual exam before enrolling. **Keyword: Journeyman**

|                               |             |                                 |       |
|-------------------------------|-------------|---------------------------------|-------|
| Jan. 23<br>Lincoln, CEC, 214  | F<br>Thelen | 8 a.m.-3 p.m.<br>ELEC-6670-CESA | \$209 |
| March 20<br>Lincoln, CEC, 214 | F<br>Thelen | 8 a.m.-3 p.m.<br>ELEC-6670-CESB | \$209 |

### National Electrical Code Seminar

This 12-hour seminar for licensed electricians meets the Nebraska State Electrical Division's 12 code hours of continuing education requirement. Code topics include wiring, protection, equipment, special occupancies, code changes, and more.

(1.2 CEUs) Students are required to purchase the NFPA 70 NEC book. **Keyword: Electrical**

|                                  |                 |                                       |       |
|----------------------------------|-----------------|---------------------------------------|-------|
| Jan. 27-28<br>Lincoln, CEC, Aud  | T, W<br>Paulson | 8:30 a.m.-3:30 p.m.<br>ELEC-6441-CESA | \$219 |
| March 10-11<br>Lincoln, CEC, Aud | T, W<br>Paulson | 8:30 a.m.-3:30 p.m.<br>ELEC-6441-CESB | \$219 |
| April 6-13<br>Lincoln, CEC, Aud  | S<br>Paulson    | 7:30 a.m.-2:30 p.m.<br>ELEC-6441-CESC | \$219 |

### National Electrical Code Review

This course provides a comprehensive overview of the latest NEC standards to help electricians, contractors and inspectors stay current with code updates and compliance requirements. You'll cover key topics such as wiring methods, grounding, overcurrent protection and safety regulations to strengthen your knowledge and ensure safe electrical installations. The course also helps you prepare for NEC certification tests, supporting both code proficiency and career advancement.

(3.0 CEUs) **Keyword: Electrical** ▲

|                                       |             |                            |       |
|---------------------------------------|-------------|----------------------------|-------|
| Jan. 27-March 31<br>Lincoln, CEC, 214 | T<br>Hansen | 5-8 p.m.<br>ELEC-7200-CESA | \$599 |
| May 5-July 7<br>Lincoln, CEC, 214     | T<br>Hansen | 5-8 p.m.<br>ELEC-7200-CEUA | \$599 |

## NEW! Mechanical Basics: Tools, Fasteners & Power Transmission

This class is designed for individuals with little or no mechanical experience. You'll learn essential skills such as measurement, fastener identification, proper use of hand tools, power transmission principles and basic plumbing and piping techniques. Through lectures, handouts and practical lab exercises, you'll gain confidence in assembling and adjusting mechanical components while building an understanding of mechanical safety and troubleshooting techniques.

(2.4 CEUs) **Keyword: Robotic**

|                                   |                  |                                 |       |
|-----------------------------------|------------------|---------------------------------|-------|
| April 28-30<br>Lincoln, SGTC, 123 | T, W, Th<br>Aden | 8 a.m.-5 p.m.<br>ELEC-7215-LNSA | \$719 |
|-----------------------------------|------------------|---------------------------------|-------|



# WELDING

## Basic Welding

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

(2.4 CEUs) Students must purchase safety glasses, leather gloves, arc-welding helmet, pliers and wear closed-toed leather shoes, cotton pants/jeans (no shorts) and a long-sleeve cotton shirt. **Keyword: Welding**

|                                       |             |             |       |
|---------------------------------------|-------------|-------------|-------|
| Feb. 9-19<br>Lincoln, WTC, TBA        | M, T, W, Th | 6-9 p.m.    | \$439 |
| March 23-April 2<br>Lincoln, WTC, TBA | M, T, W, Th | 6-9 p.m.    | \$439 |
| March 21-May 9<br>Lincoln, TCA, 106   | S<br>Yueill | 9 a.m.-Noon | \$439 |
| May 4-14<br>Lincoln, WTC, TBA         | M, T, W, Th | 6-9 p.m.    | \$439 |
| June 15-25<br>Lincoln, WTC, TBA       | M, T, W, Th | 6-9 p.m.    | \$439 |

## 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 [continuing@southeast.edu](mailto:continuing@southeast.edu).

NE Resident \$187.50/Non-resident: \$219

|  |                    |                |           |
|--|--------------------|----------------|-----------|
| Jan. 12-April 6<br>Deshler, DESH, Shop | M<br>Hatzenbuehler | 5:30-9:10 p.m. | See Above |
|--|--------------------|----------------|-----------|

## 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 [continuing@southeast.edu](mailto:continuing@southeast.edu).

NE Resident \$187.50/Non-resident: \$219

|  |                    |                |           |
|--|--------------------|----------------|-----------|
| Jan. 14-April 8<br>Deshler, DESH, Shop | W<br>Hatzenbuehler | 5:30-9:10 p.m. | See Above |
|--|--------------------|----------------|-----------|

**▲** Eligible for Gap Assistance

**◆** Eligible for American Job Center assistance

See page 30 for more information.



# MANUFACTURING

## Basic Precision Machining

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

(2.4 CEUs) Participants must bring their own safety glasses, calculator and materials for taking notes. No shorts or opened-toed shoes allowed. **Keyword: Precision ▲**

|                                     |              |          |       |
|-------------------------------------|--------------|----------|-------|
| March 17-May 5<br>Milford, ETC, 102 | T<br>Schutte | 5-8 p.m. | \$169 |
|-------------------------------------|--------------|----------|-------|

## Advanced Precision Machining

**!** Prerequisite: Must be currently enrolled in, or have graduated from the SCC Precision Machining and Automation Technology program. All others must get permission from the PMA program chair (Kirby Taylor, [ktaylor@southeast.edu](mailto:ktaylor@southeast.edu)) before enrolling.

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

All projects must be approved by the Precision Machining and Automation Technology program chair. Students must bring their own safety glasses. No shorts or open-toed shoes allowed. **Keyword: Precision ▲**

|                                     |              |          |       |
|-------------------------------------|--------------|----------|-------|
| March 17-May 5<br>Milford, ETC, 102 | T<br>Schutte | 5-8 p.m. | \$169 |
|-------------------------------------|--------------|----------|-------|

# FORKLIFT

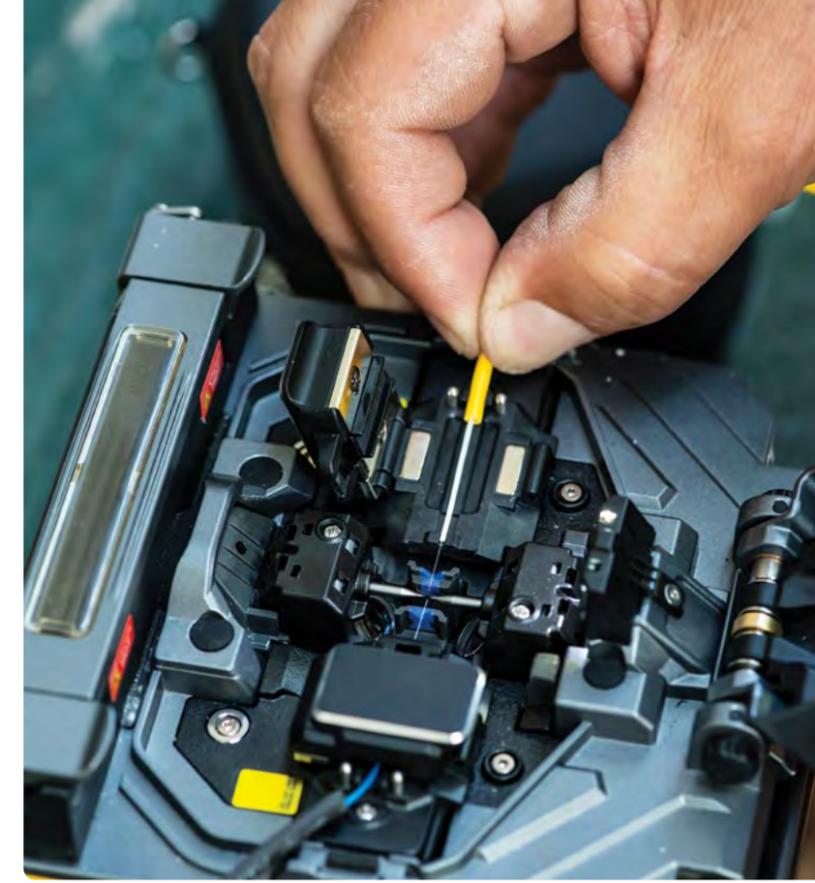
## Certified Forklift Operator

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

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

**Keyword: Forklift ◆**

|                               |                   |                     |       |
|-------------------------------|-------------------|---------------------|-------|
| Jan. 31<br>Lincoln, LNK, M-4  | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |
| Feb. 28<br>Lincoln, LNK, M-4  | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |
| March 28<br>Lincoln, LNK, M-4 | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |
| April 25<br>Lincoln, LNK, M-4 | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |
| May 30<br>Lincoln, LNK, M-4   | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |
| June 27<br>Lincoln, LNK, M-4  | S<br>Breidenstine | 8:30 a.m.-1:30 p.m. | \$189 |



# FIBER OPTICS

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

Prerequisite: Basic Computer Knowledge

This class prepares you for a career as a fiber optics technician. It includes three certified fiber optic courses: Certified Fiber Optics Technician, Certified Fiber Optics Specialist/Splicing, and Certified Fiber Optics Specialist/Testing & Maintenance.

(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 ▲◆**

|                                  |                       |               |         |
|----------------------------------|-----------------------|---------------|---------|
| March 9-13<br>Lincoln, SGTC, 104 | M, T, W, Th, F<br>BDI | 8 a.m.-6 p.m. | \$2,999 |
|----------------------------------|-----------------------|---------------|---------|

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**

**AVAILABLE JAN. 5 THROUGH MAY 17**

Class will be active Jan. 5 through May 17 and all coursework needs to be completed by May 17.

|        |        |      |                 |
|--------|--------|------|-----------------|
| Online | Oerman | \$65 | FSDT-3000-WBSCA |
|--------|--------|------|-----------------|

### Exam Prep — CDM Credentialing Exam

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

Each course module begins with a pretest to help you identify your understanding of the content area. You will move through the course at your own pace, utilizing the interactive review materials, example calculations with tutorial videos, flashcards, and reading materials to focus your study. Practice questions include rationale for answers and explanations for calculations. The course culminates with a simulated practice CDM exam.

Contact Vicki Rethmeier at vrethmeier@southeast.edu or 402-437-2528 if you have any questions. **Keyword: CDM**

**AVAILABLE JAN. 5 THROUGH MAY 17**

Class will be active Jan. 5 through May 17 and all coursework needs to be completed by May 17.

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

Register Today!



## DRIVER EDUCATION

### Driver Education Instructor Training

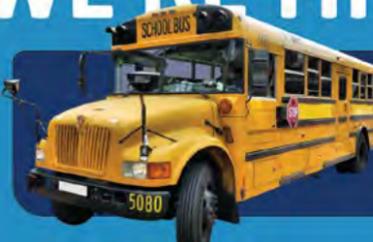
**!** Prerequisite: Must be at least 21 years of age, have a high school diploma or equivalent, valid operator's license held in state of residence for two consecutive years, clean driving record (for the prior five years, the instructor candidate must have no violation on record for which five or more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

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

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

|                                 |                  |                 |       |
|---------------------------------|------------------|-----------------|-------|
| Jan. 26-March 7<br>Lincoln, LNK | Online<br>Leedom | TRAN-3393-HBSCA | \$549 |
| April 6-May 16<br>Lincoln, LNK  | Online           | TRAN-3393-HBSCB | \$549 |

# WE'RE HIRING!



## School Bus Drivers



## Driver Education Instructors



## Motorcycle Instructors

Part-time Positions Available  
**402-437-2710**

## LEADERSHIP DEVELOPMENT

### Project Planning for Everyday Professionals

This practical, beginner-friendly course is designed for professionals who manage projects without formal training in project management. Whether you're coordinating events, leading initiatives or juggling multiple tasks, you'll learn core principles of project planning, execution and communication. Through real-world examples and hands-on activities, you'll build confidence in setting goals, managing timelines, collaborating with stakeholders and delivering successful outcomes.

(0.6 CEUs) **Keyword: Planning**

|                               |              |                                 |       |
|-------------------------------|--------------|---------------------------------|-------|
| April 21<br>Lincoln, CEC, 302 | T<br>Slaight | 9 a.m.-4 p.m.<br>BSAD-7761-CESA | \$229 |
|-------------------------------|--------------|---------------------------------|-------|

### Managing & Resolving Workplace Conflict

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

(0.6 CEUs) **Keyword: Conflict**

|                               |               |                                 |       |
|-------------------------------|---------------|---------------------------------|-------|
| April 22<br>Lincoln, CEC, 302 | W<br>Dechant  | 9 a.m.-4 p.m.<br>BSAD-6230-CESA | \$229 |
| April 23<br>York, YKLC, D101  | Th<br>Dechant | 9 a.m.-4 p.m.<br>BSAD-6230-YKSA | \$229 |

### Leadership Bootcamp 101

This foundational leadership boot camp equips new and emerging leaders with essential skills to build high-performing teams. You'll gain a strong understanding of psychological safety, effective communication strategies, trust-building techniques and approaches to leading teams successfully through change.

Learning objectives include:

- Understand psychological safety: Recognize its importance and learn how to create an inclusive environment where team members feel safe to share ideas and concerns.
- Enhance communication skills: Develop tools for clear, impactful communication tailored to diverse audiences and team needs.
- Lead through change: Master strategies to guide and support teams through transitions while fostering resilience and adaptability.

(0.5 CEUs) **Keyword: Leadership**

|                              |             |                                       |       |
|------------------------------|-------------|---------------------------------------|-------|
| April 7<br>Lincoln, CEC, 302 | T<br>Mackey | 9:30 a.m.-3:30 p.m.<br>BSAD-6950-CESA | \$229 |
|------------------------------|-------------|---------------------------------------|-------|

## STRONG LEADERS. STRONG ORGANIZATIONS.

In today's fast-paced and ever-evolving business landscape, strong leadership isn't a luxury—it's a necessity. Yet, many organizations struggle with a lack of effective leaders, and the consequences can be far-reaching.

### The Challenge:

Without strong leaders, organizations face:

- Disengaged teams
- Frequent employee exits
- Missed opportunities
- Communication breakdowns
- Lack of innovation

### The Solution:

Leadership Training and Development.

Investing in leadership development builds confident, capable leaders who drive results.

Our programs include:

- Leadership and Supervision
- Communication and Team Dynamics
- Projects and Process Management
- Professional Growth and Workplace Culture

Need it tailored? We customize content to fit your goals, culture, and challenges—delivering impact where it matters most.

### The Results:

Organizations that prioritize leadership development see:

- Higher engagement and retention
- Better performance
- Stronger culture
- Greater adaptability

Don't let leadership gaps hold you back. Let's build your leadership pipeline—together.



# Multidimensional Office Professional Conference

Wednesday, March 25  
8:15 a.m.-4:15 p.m.  
\$79  
Lincoln, CEC  
BSAD-8000-CESA

Join us for a transformative day of learning, networking and empowerment at the 3rd Annual Office Professional Conference. This year's theme, "Unlocking Potential. Inspiring Success.," celebrates the vital role office professionals play in driving organizational excellence.



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: Green Belt and Test Prep can be paid for through Gap funding!**

- Complete the application to see if you qualify. [pxl.to/sccgapapp](http://pxl.to/sccgapapp)
- More Information: [pxl.to/cegafunding](http://pxl.to/cegafunding)

## Six Sigma: White Belt

White Belt training introduces you to the fundamentals of the Six Sigma problem-solving process and the roles and responsibilities of a Six Sigma project champion. You'll cover process improvement, variability, process performance and the functions of different team members. The course also introduces key tools and methods, including Six Sigma, Lean, the DMAIC process, waste reduction and resource efficiency, all while focusing on improving customer satisfaction.

(0.4 CEUs) **Keyword: Sigma**

|                   |            |                |       |
|-------------------|------------|----------------|-------|
| Jan. 15           | Th         | 8 a.m.-Noon    | \$179 |
| Lincoln, CEC, 302 | Gengenbach | BSAD-6956-CESA |       |

## Six Sigma: Yellow Belt

Yellow Belt training takes a deeper look at the Lean Six Sigma problem-solving process, providing an overview of Six Sigma and DMAIC concepts and implementation techniques to achieve bottom-line business results. As a Yellow Belt, you may serve as an executive champion while learning how to apply this powerful tool to improve business challenges.

(0.8 CEUs) **Keyword: Sigma**

|                   |            |                |       |
|-------------------|------------|----------------|-------|
| Jan. 15           | Th         | 8 a.m.-5 p.m.  | \$339 |
| Lincoln, CEC, 302 | Gengenbach | BSAD-6957-CESA |       |

## Six Sigma: Green Belt

Green Belt training gives you a comprehensive understanding of the Six Sigma problem-solving process and prepares you to lead small-scale projects and drive process improvements within your team. You'll work closely with instructors to apply the DMAIC process to real projects and begin implementing changes that deliver measurable results in efficiency, profitability and customer service.

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

|  |                    |                     |         |
|--|--------------------|---------------------|---------|
| Jan. 21, 22, Feb. 18, 19, March 18, 19, & April 15 | W, Th              | 8:30 a.m.-4:30 p.m. | \$2,200 |
| Lincoln, CEC, 302                                  | Gengenbach/Hervert | BSAD-6955-CESA      |         |

## Six Sigma: ASQ Certified Six Sigma Green Belt Test Prep

Prepare for success with this comprehensive ASQ Certified Six Sigma Green Belt test prep course, 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**

|  |                    |                     |         |
|--|--------------------|---------------------|---------|
| Jan. 21, 22, Feb. 18, 19, March 18, 19, April 15, 16, & May 13 | W, Th              | 8:30 a.m.-4:30 p.m. | \$2,500 |
| Lincoln, CEC, 302  | Gengenbach/Hervert | BSAD-6954-CEUA      |         |

## AGENDA

### Morning

- 7:30 a.m. Registration Opens
- 8:15 a.m. Welcome & Logistics of the Day
- 8:45 a.m. Breakout Sessions
- 10 a.m. Breakout Sessions
- 11 a.m. Lunch

### Afternoon

- Noon Breakout Sessions
- 1:15 p.m. Breakout Sessions
- 2:30 p.m. Breakout Sessions
- 3:45 p.m. Closing and Prizes

## LEARNING TRACKS

- » Personal Wellness
- » Microsoft Office
- » Google Workspace
- » Emerging Technology
- » Other Duties as Assigned



**Register by March 6 and receive a tote bag!**

## CONFERENCE SPONSORS



Find additional event details and register at [pxl.to/mopconference](http://pxl.to/mopconference)



# 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.



Instructor  
Spotlight

**Dr. Tammy Madsen**

*With a passion for education, I have more than 15 years of experience teaching adult learners at colleges and universities, facilitating professional development workshops and coaching individuals in career exploration and pathfinding.*

### 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) **Enter Coupon Code EARLY10 at time of registration for 10% off through March 31. Keyword: Resource**

|                 |        |                 |  |         |
|-----------------|--------|-----------------|--|---------|
| April 1-May 31  |        |                 |  | \$1,100 |
| Online, Canvas  | Madsen | BSAD-6953-WBUCA |  |         |
| June 30-July 31 |        |                 |  | \$1,100 |
| Online, Canvas  | Madsen | BSAD-6953-WBUCB |  |         |

**DID YOU KNOW?**

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

### Gap Funding

- Complete the application to see if you qualify. [pxl.to/sccgapapp](http://pxl.to/sccgapapp)
- More Information: [pxl.to/cegafunding](http://pxl.to/cegafunding)

### American Job Center

- Contact the AJC Program Matcher at [pxl.to/ajcprogrammatcher](http://pxl.to/ajcprogrammatcher) or call 402-441-1640
- [ajc.lincoln.ne.gov](http://ajc.lincoln.ne.gov)

Plus, this course is approved for Credit for Prior Learning, allowing you to earn credit for a business elective upon completion and passing the aPHR® exam.

Learn more about CPL at [southeast.edu/cpl](http://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.

# SMALL-BUSINESS DEVELOPMENT

## SMALL-BUSINESS ESSENTIALS

### 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**

|                   |         |                    |      |
|-------------------|---------|--------------------|------|
| Feb. 3-17         | T       | 11 a.m.-12:30 p.m. | \$99 |
| Lincoln, CEC, 214 | Wheeler | BSAD-7406-CESA     |      |

### 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**

|                   |        |                 |      |
|-------------------|--------|-----------------|------|
| Jan. 27           | T      | 7-8 p.m.        | \$10 |
| LIVE Online, Zoom | Andrew | AREA-6883-TCSFA |      |
| March 19          | Th     | Noon-1 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**

|                   |         |                      |      |
|-------------------|---------|----------------------|------|
| Jan. 16           | F       | 8:30 a.m.-12:30 p.m. | \$99 |
| Lincoln, CEC, 211 | Johnson | ACCT-7293-CESA       |      |
| March 25          | W       | 8:30 a.m.-12:30 p.m. | \$99 |
| Lincoln, CEC, 211 | Johnson | ACCT-7293-CESB       |      |
| May 19            | T       | 8:30 a.m.-12:30 p.m. | \$99 |
| Lincoln, CEC, 211 | Johnson | ACCT-7293-CEUA       |      |

## NEW! Unlock Your Strengths: 1:1 CliftonStrengths Coaching

**90-Minute Session with a Certified Gallup Strengths Coach**  
For those who took the CliftonStrengths but never got a real explanation, this personalized session dives deep into your results, exploring how your strengths show up in life and work. Gain clarity, practical tools, and coaching to use your strengths more intentionally for personal and professional growth.

**Sign up today at [pxl.to/cestrengthscoachingd1](http://pxl.to/cestrengthscoachingd1).**

Register at any time \$99



## NEW! Focus Coaching (Self-Paced Online)

Designed as a flexible alternative to in-person coaching, this self-paced online program helps entrepreneurs use the Business Model Canvas to design, plan, implement, run, and grow their businesses at any stage.

Created and recorded by experienced coaches, it includes a resource handbook and can be completed anytime, anywhere.

**Special Offer:** The first 10 people to register will receive this 90-minute coaching session at no cost.

**Sign up today at [pxl.to/cefocuscoachingd1](http://pxl.to/cefocuscoachingd1).**

Register at any time \$99





## 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

For more information on the Focus Suites opportunities, visit



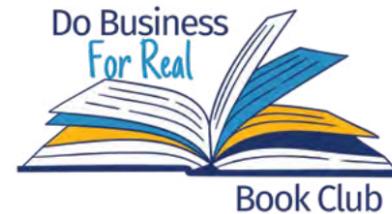
or call us at 402-323-3629.

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

### 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](https://facebook.com/groups/dobusinessforrealbookclub)

Email Brooke at [blenhoff@southeast.edu](mailto:blenhoff@southeast.edu) for Zoom access to Book Club, to be added to our mailing list or to schedule a free consultation.



## 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](mailto:training@southeast.edu)

# 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 Administration for the EMT
- » EMT National Registry Monthly Education
- » Trauma Nursing Core Course
- » Heartsaver® Bloodborne Pathogens
- » Heartsaver® First Aid
- » IV Therapy Current Standards of Practice
- » Breastfeeding Education for Providers
- » EMT Refresher
- » Paramedic Refresher
- » Heartsaver® CPR AED
- » Heartcode® CPR BLS
- » EMT Medical/Trauma Assessment Scenarios
- » EMT Additional Skills Training
- » Protecting Your License Through Patient Advocacy

## Trades & Industry

Contact Mark Mason to learn more.  
mmason@southeast.edu • 402-323-2293

- » 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



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:

[pxl.to/neworksetpl](http://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

gseay@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

## Continuing Education Scholarships for Non-credit Students

Thanks to the generosity of private donors and Continuing Education staff, a limited number of scholarships are available. Apply if you need financial assistance for a non-credit course or workshop.

### Scholarship Awards

If approved and funds are available, the CE Scholarship covers 75% of tuition, up to \$100. Fees, taxes and supplies are not included. CE scholarships are one-time awards designed to help students take the next step in pursuing their personal or educational goals.

To apply for a CE scholarship, call 402-437-2700 or email [continuinged@southeast.edu](mailto:continuinged@southeast.edu) to request application information.



More Information

### Make a Lasting Impact: Support Continuing Education Scholarships

We invite you to make a lasting impact by supporting our Continuing Education Scholarship, a program designed to help individuals pursue their dreams through education. With your contribution, you can play a key role in providing opportunities for those eager to advance their careers, acquire new skills or transition into a new field.

Thank you for considering this opportunity to make a difference. Together, we can help ensure that no one is held back from achieving their career aspirations due to financial limitations.

For information on how you can contribute to the CE Scholarship, contact the SCC Foundation at 402-323-3411.



More Information

# 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



### 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.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.

*we are where you are*

## LOCATIONS

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

Lincoln, WTC . . . SCC Lincoln Campus,  
Welding Technology Center  
8800 O St., Lincoln, NE  
402-471-3333

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

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

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,  
Main Building  
8800 O St., Lincoln, NE  
402-471-3333

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

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

Lincoln, TCA . . . . . The Career Academy  
at SCC Lincoln Campus,  
8800 O St., Lincoln, NE  
402-471-3333



### Registration Form - Non-Credit Course

Today's Date  
\_\_/\_\_/\_\_

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

|                             |   |         |                |
|-----------------------------|---|---------|----------------|
| * Birth Date                | Name: * Last  | * First | Middle Initial |
| * Residence Mailing Address | * City  | * State | * Zip          |
| * Personal Email Address    | <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home |         | Business Phone |

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

**SIGNATURE**

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.

**TOTAL DUE**

**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 educator and employer. SCC es un patrono con Igualdad de Oportunidades en el Empleo y la Educación.

### ADDITIONAL INFORMATION

#### Cancellation/Refund Policy: [pxl.to/cerefundpolicy](http://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/aro](http://southeast.edu/aro)

FERPA  
[southeast.edu/ferpa](http://southeast.edu/ferpa)

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. 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, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.

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UP-TO-DATE  
WITH  
TRAINING AND  
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