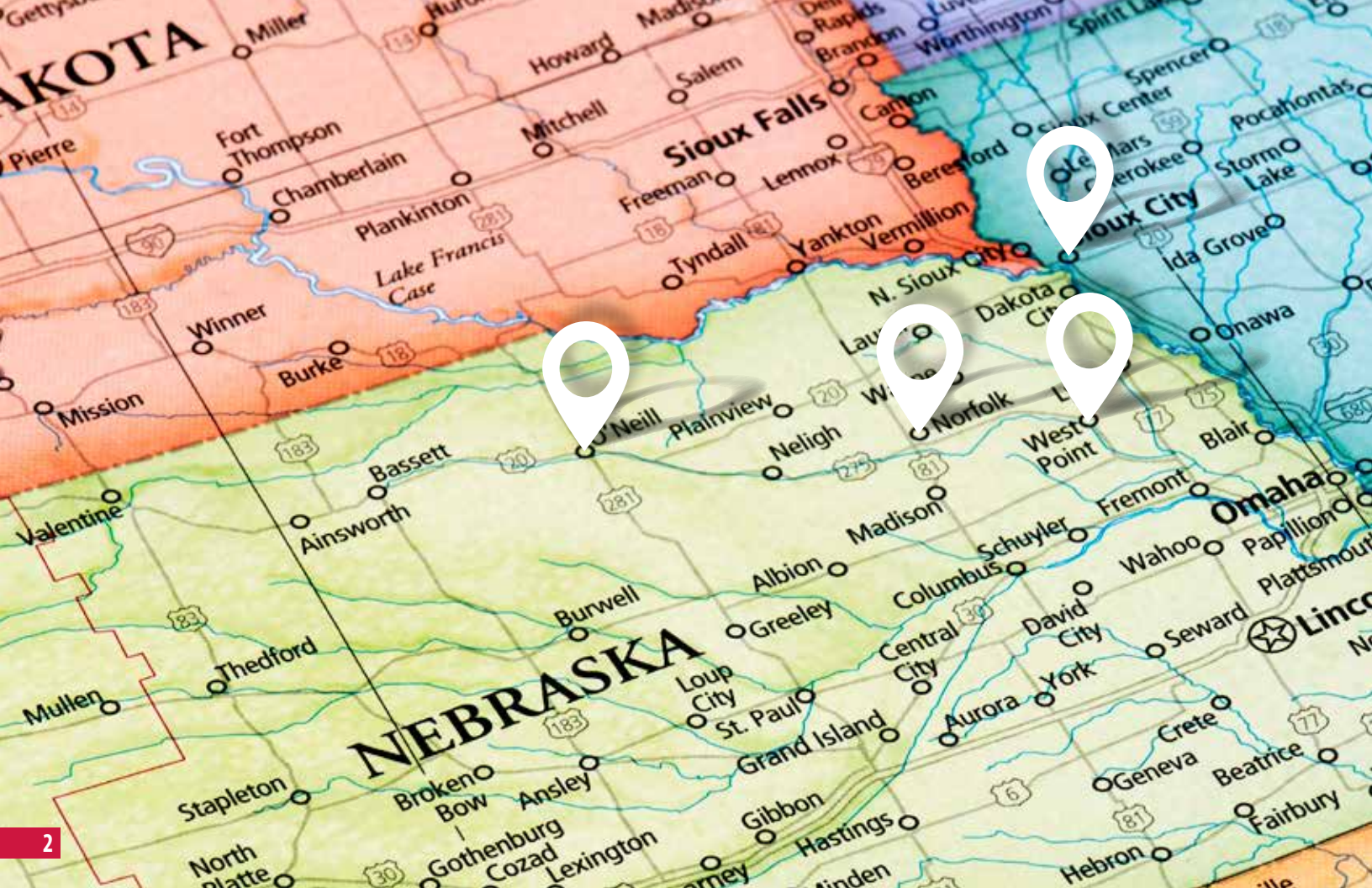


LEARN SOMETHING NEW

northeast.edu/classes







THERE'S A NORTHEAST CAMPUS NEAR YOU

Northeast offers a variety of short-term learning opportunities ranging from professional development, computer and technology, fun and recreation, education, health, wellness and safety to career and technical, and transportation. Many of these classes are offered at multiple Northeast campus locations and/or online. Don't see a class you would like listed? Let us know. workforce@northeast.edu

Tuition assistance is available for some classes and programs. Contact us to learn more.

BUSINESS AND PROFESSIONAL DEVELOPMENT

Northeast offers several soft skills and self-development courses to assist professionals in sharpening skills and improving individual and company performance. The programming is designed to build and take current skills to the next level, keeping in mind the unique constraints and challenges of each industry.

MANY OF OUR PROFESSIONAL DEVELOPMENT CLASSES ARE OFFERED THROUGH WORKFORCE PARTNERS PROGRAMS IN AINSWORTH, HARTINGTON, NORFOLK, O'NEILL, SOUTH SIOUX CITY AND WEST POINT.

For more information on course availability or to see additional classes offered visit [*northeast.edu/classes*](http://northeast.edu/classes)

Topic Areas Include:

- Taking Initiative
- Expressing Appreciation at Work
- Brainstorming and Problem Solving
- Time Management
- PHR Certification Exam Preparation
- Conflict Management
- Financial and Estate Planning
- Leadership Mindset
- Engaging and Motivating Others
- Phone and Email Etiquette
- Change Management
- Stress Management (Beating Work Burnout)
- Informal Leadership/Lead From Where You Are
- Getting Comfortable with Public Speaking
- Creating a Successful Business Plan
- Real Estate Investing
- Start Your Own Small Business
- Stocks, Bonds, and Investing

Interested in something other than what is on the list? Let us know.
workforce@northeast.edu



COMPUTERS AND TECHNOLOGY

Computers and technology are everywhere. Knowing how to utilize the latest software is important to both small and large businesses in order to remain competitive in this market. Our courses break down complex concepts so that you'll learn the basics first, and build incrementally from there to more advanced concepts. You will become a more valuable asset to your company, as well as gain a great resume builder.

ONLINE INSTRUCTOR-LED CLASSES BEGIN EACH MONTH. FACE-TO-FACE LEARNING IS AVAILABLE AT MULTIPLE NORTHEAST CAMPUSES.

For more information on course availability or to see additional classes offered visit [*northeast.edu/classes*](http://northeast.edu/classes)

Quickbooks

Level 1: Covers the basics of setting up a company, creating customers, receiving payments, and making deposits to your bank account. You will work with and create vendors and pay bills, create, and edit a chart of accounts for your company, run reports, and reconcile bank accounts.

Level 2: Learn about dealing with inventory, collecting and paying sales tax, payroll, customization of forms, and year-end documents.

Creative Digital Photography

Email I

Basic CompTIA A+ Certification Prep

Creating WordPress Websites

Introduction to Photoshop CC

Introduction to Python 3 Programming

Introduction to SQL

Computer Programming and Gaming

Learn the basics of programming. Ages 8+

Smartphone Applications

If you are struggling using your cell phone and all its applications, you may want to take this class to learn more about your cell phone.

All Things Google

Learn about: Google Docs, Earth, Images, Translate, Maps, Calendar, and more

Basic Computer

Level I: An introduction to basic level computer skills that includes powering the computer on and off, using a mouse and keyboard, utilizing the desktop, and launching programs. This class is for the person who has very limited computer knowledge or none at all.

Level II: Concepts include using the Windows operating system and working with tool bars, task bar, files, folders, and keyboard shortcuts.

Microsoft Programs:

Microsoft Word

Microsoft Excel I & II

Microsoft PowerPoint I

Cybersecurity Bootcamp

Fully online accelerated training program, meeting only twice a week, designed to successfully prepare people with little or no background in IT for entry level jobs in cybersecurity, a highly in-demand and lucrative career path.

Drone Operations

The two-day Drone Operations course helps you understand the rules of flying a drone, as established by the FAA. It will also help you to understand the proper protocol and procedures for flying various drone missions through hands-on flight training. Ultimately, this course will help to prepare you for the successful completion of the FAA Part 107 UAS Remote Pilot certification process.

FUN AND RECREATION

Enrich Your Life! From arts to fitness, humanities to history and so much more, we offer fun for everyone. What interests you? Indoors and out, you can find new ways to make friends, fulfill a dream, or start a hobby. Whatever your choice . . . we have a class for that!

WANT TO DABBLE INTO WRITING, PHOTOGRAPHY OR SOMETHING ELSE? CHECK OUT OUR MANY ONLINE INSTRUCTOR LED OFFERINGS BEGINNING EACH MONTH!

For more information on course availability or to see additional classes offered visit northeast.edu/classes

Class Offerings Include:

- Watercolor Painting & Acrylic Painting
- Genealogy Basics
- Crochet Crafts
- Cricut Machine 101
- Astronomy
- Introduction to Bird Watching
- Houseplant Basics
- Wooden Craft Making
- Braided Rugs
- Charcuterie Boards
- Cake & Cookie Decorating
- Guitar for Beginners
- Beginning Wine Making
- Discover Sign Language

Have another idea or a skill you would like to share with others? Let us know.
workforce@northeast.edu

EDUCATION

Northeast can assist you with obtaining your local substitute teaching permit or get you started on a career path in early childhood education.

Northeast offers SOCI 2150 Issues of Unity and Diversity to meet the human relations training for the Nebraska Local Substitute Teaching Permit. Enroll at Northeast to complete the 60 credit hours of college coursework.

For more information on requirements to obtain the permit and how we can assist you visit ***northeast.edu***

Child Development Associate (CDA)

Earn your credentials approved by the Council for Professional Recognition through Northeast. Obtain your CDA by completing 120 clock hours of professional early childhood education and 480 hours of professional work experience. Northeast offers an Infant and Toddler CDA, Preschool CDA as well as a Family Child Care CDA.

For more information and to view the classes need to obtain your CDA visit northeast.edu.

GAP scholarships help people start a new career in Education. Contact Amy Kaiser to learn more 402-844-7245.

HEALTH, WELLNESS AND SAFETY

Northeast provides various trainings for health professionals from courses to full licensure and degree programs. We offer these classes in a variety of ways and at a variety of locations. We can even come to you!

View the full list of offerings and class times at northeast.edu/classes

Tuition assistance is available for some classes and programs. Contact us to learn more.



American
Heart
Association.



American
Red Cross



Healthcare Continuing education for:

Emergency Medical Professionals
Nursing
Physical Therapist
Dietary Managers
Other Allied Health Professions upon request

Certifications:

Babysitters Training
First Aid
CPR/AED
Basic Life Support (BLS)
Instructor Courses
Advance Cardiac Life Support (ACLS)
Pediatric Advanced Life Support (PALS)
Advanced Medical Life Support (NAEMT)
Pre-hospital Trauma Life Support (NAEMT)
And other healthcare certifications

**Licensure Course and
Program/Degree offerings:**

Emergency Medical Responder
Emergency Medical Technician
Paramedic
Nurse Aide
Medication Aide
Nursing
Health information Management
Physical Therapist Assistant
And many other Healthcare Professional
Programs

Have a group of individuals you want us
to come and train on-site? Let us know!
workforce@northeast.edu



TRADES AND INDUSTRY

Career and Technical education provides people with the opportunity to pursue a new trade or enhance their current skillset in a variety of trades, including automotive, autobody, carpentry, construction management, electrical, industrial maintenance, heating, ventilation and air conditioning systems, manufacturing, and welding. Additional classes are added all the time, check our website for current offerings.

**WE CAN CUSTOMIZE TRAINING FOR YOUR BUSINESS OR A GROUP OF FRIENDS.
CALL US TO LEARN MORE.**

For more information on course availability or to see additional classes offered visit
northeast.edu/classes

Tuition assistance is available for some classes and programs. Contact us to learn more.

Automotive and Autobody

- Automotive Lab Scope
- Small Engines, Motorcycles, ATC Maintenance & Repair
- Auto Body Restoration

Carpentry & Construction Management

- Basic Woodworking & Lab
- Construction Management Certifications
 - Basic Construction Management
 - Advanced Construction Management Simulation
 - Advanced Construction Management Professional

Industrial Maintenance

- Digital Controllers-PLC Level I
- Digital Controllers-PLC Level II
- Motor Controls & Control Systems
- Variable Frequency Drives & Industrial Networking Level 1
- 3-Phase Motors and Variable Frequency Drives
- Additional customizable training available

Heating and Air Conditioning

- 608 Certifications

Welding

- Farm and Ranch Welding
- Introduction to Welding
- GMAW (MIG) Welding
- GTAW (TIG) Welding
- AWS Certification Weld Tests
- Additional customizable training available

Forklift Safety Training

- Course covers mandatory instruction required per OSHA 29 CFR 1910.178.



TRANSPORTATION

Northeast offers a variety of transportation classes to meet the needs of any driver or rider. From driver's education to motorcycle and truck driver training we have it all.

GAP scholarships help people start a new career in Transportation.
Contact Amy Kaiser to learn more 402-844-7245

For more information on course availability or to see additional classes offered visit
northeast.edu/classes

Adult Driving Class

- For individuals 18 and older, who have an LPD permit and want to learn how to drive, or individuals who want to sharpen their driving skills.

Driver's Education

- This is a Provisional Operators Permit Driver Training course for individuals 14-17 years old.

Motorcycle Rider Course

- The Motorcycle Rider Course (MRC) is a 15-hour course which includes 5 hours of classroom instruction and 10 hours of riding instruction.

Truck Driver Training

- We provide multiple training options including: Professional Truck Driver Training, Short-Term Specialized Training, Basic CDL Training, Class B CDL, and Class B to Class A. Additional training is available for Hazmat and Passenger Endorsements.





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northeast.edu/classes

YOUTH

Northeast has a variety of classes specifically for youth.

**MANY OF THESE CLASSES
ARE AVAILABLE AT MULTIPLE
NORTHEAST CAMPUSES AND/
OR ONLINE.**

Class Offerings Include:

- Driver's Education
- American Red Cross Babysitter Training
- Computer Programming and Gaming
- Science Projects for Kids
- Astronomy for Kids
- SAT/ACT Prep