Employment Readiness

Resumes & Interviews: Create Your Toolkit

You get one chance to impress a potential employer. Learn best practices of writing your resume and preparing for your interview. You will produce a resume for professional review and participate in a mock interview either in-person or via Zoom. *Keyword: Resumes*

Feb. 20-27	T	6-8 p.m.	Sommerhalder	$59
LIVE Online, Zoom			AREA-6745-TCSFA	
Falls City, FCLC, 102			AREA-6745-FCSA	

Classes delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook® taking over our social lives, some might find it difficult to engage in normal conversation because of lack of face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills. **Keyword: Communication**

Feb. 12-26	M	6-8 p.m.		$59
LIVE Online, Zoom	Ord		AREA-6835-TCSWA	

Location Key

Falls City, FCLC......... Learning Center at Falls City, 3200 Bill Schock Blvd.

For more information, contact **Lisa Hunzeker** at 402-323-3396 or lhunzeker@southeast.edu

---

Check out all classes offered at southeast.edu/FallsCityLC

Find us on Facebook at facebook.com/SCCLearningCenteratFallsCity

---

Southeast COMMUNITY COLLEGE

Registration Form - Non-Credit Course

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

Today's Date
___/___/___

* Required

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit **southeast.edu/academics/college-catalog.php** for additional information.

Social Security Number OR SCC Student ID Number	* Birth Date	Name: * Last	* First	Middle Initial

* Residence Mailing Address	* City	* State	* Zip	County #

* Email Address	*☐ Cell Phone ☐ Home	Business Phone

I identify as: ☐ Male ☐ Female   ☐ Nebraska Resident ☐ Non-Resident

Ethnicity (select one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (Select one or more): ☐ White ☐ Asian ☐ American Indian/Alaska Native ☐ Native Hawaiian/Other Pacific Islander ☐ Black/African-American

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

SIGNATURE _____

☐ Check ☐ Mastercard ☐ AMEX ☐ Discover ☐ VISA V Code _____
(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

Name as it appears on card: _____ Exp.Date _____

CC # _____

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?
☐ Yes ☐ No

SCC Staff Tuition Waiver ( )

TOTAL DUE

FOR OFFICE USE ONLY
ID# _____
DE _____

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to ***http://bit.ly/RegisterCE***.

2. ***Search for your class*** by entering either a ***key word*** in the title or the ***course number***. Click ***Submit***. (Enter information in only one field for broader results.)
   Key Word Example: *Driver*
   Course Number Example: *TRAN-3398*

3. ***Select the course*** for which you wish to register. Click ***Submit***.

4. Enter your ***personal information***, ***certify your identification*** and click ***Submit***.
   * You must provide your Social Security Number.

5. *Optional:* Enter your ***Additional Registration Information*** and click ***Submit***.

6. If you want to register for additional classes, select ***Search for more classes*** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select ***Register now (check out)***. Select your ***Payment Type***. Click ***Submit***.

7. Enter your ***payment information***. Click ***Submit***.

You will see your ***class acknowledgement*** with information about your ***SCC Student ID Number***, ***SCC User ID*** and ***password***. ***Print*** this page for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

Southeast Community College
CONTINUING EDUCATION

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.