Human Resources

NEW! The Cost of Hiring & Payroll Compliance Issues

Hiring employees is much more than just finding the right person and paying them a wage. We will define the difference between an employee and independent contractor, review payroll tax applications, discuss the basics of a good employee handbook, determine what types of employees are exempt from overtime rules and look at the Work Opportunity Credit and penalties for non-compliance with federal and state payroll tax laws.

Presented by Center for Rural Affairs. All proceeds go to Southeast Community College. Nebraska City Residents: Job Enhancement Scholarship eligible. ***Keyword: Hiring***

June 25	T	3-5 p.m.	Ensz	$29
LIVE Online, Zoom			AREA-0140-TCUNA	
NE City, NCLC, 104			AREA-0140-NCUA	

Human Resource Certificate of Professional Development

The Human Resource Certificate of Professional Development can get you one step closer to achieving your career goals while also preparing you to take the aPHR exam, a nationally recognized certification through HRCI.

Includes:
- Course materials
- aPHR registration and exam fee
- 12-month LincolnHR membership
- Individual instructor consultation

(2.1 CEUs) Eligible for Gap Assistance. For more information, visit southeast.edu/gap. Eligible for American Job Center assistance. For more information, visit ajc.lincoln.ne.gov.

Keyword: Resource

March 14-April 25	Th	1-4 p.m.	$2,950
LIVE Online, Zoom	Yankech	BSAD-3044-TCSCA	
March 14-April 25			$2,950
Online, Canvas	Yankech	BSAD-3044-WBSCB	

WATCH
Scan the code to learn more about this course.

[QR code]

Location Key
NE City, NCLC........... Learning Center at Nebraska City, 1406 Central Ave.

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.

For more information, contact **Cindy Meyer** at 402-323-3636 or cmeyer@southeast.edu

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JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)
Attention: Nebraska City Residents

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

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

For more information, visit **southeast.edu/nebraskacitylc** or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

The Employee Experience

The employee experience impacts the successful recruitment of qualified applicants, employee satisfaction and retention, and today it is as vital as salaries and benefits.

We will focus on three critical EX elements of leadership, culture and strategy and will highlight considerations for senior leaders, human resource professionals, managers, and employees. Organizational behavior concepts such as decision-making, cultural change, agile organization, and organizational assessment will be emphasized during this interactive course. If you want to make a difference, we invite you to join us.

(1.2 CEUs) This program has been approved for 12 business credit hours through HRCI. *Keyword: Employee*

May 2-23	Th	1-4 p.m.	$595
LIVE Online, Zoom	Yankech	BSAD-3714-TCSCA	

2023 HRCI.ORG

The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

ed2go

ed2go.com/sccne

BROWSE COURSES IN

Accounting and Finance	*Language and Arts*
Business	*Law and Legal*
College Readiness	*Personal Development*
Computer Applications	*Teaching and Education*
Design and Composition	*Technology*
Health Care and Medical	*Writing and Publishing*

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For more information, contact **Cindy Meyer** at 402-323-3636 or cmeyer@southeast.edu

Check out all classes offered at **southeast.edu/NebraskaCityLC**
Find us on Facebook at **facebook.com/SCCLearningCenteratNebraskaCity**

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.

S **Southeast Community College**
CONTINUING EDUCATION

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
southeast.edu/business-and-community/index.php

* 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.