



Southeast Community College
CONTINUING EDUCATION

Your Path to Personal & Professional Development



Are you ready?

Leadership for Tomorrow

January-June 2020

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Professional Effectiveness

NEW! Critical Thinking in Today's Workplace

Because the quality of our thinking affects the quality of our lives, critical thinking is integral to all that we do. In today's workplace, critical thinking—the power to comprehend, analyze and evaluate—makes all the difference. This course will examine the role and challenges of critical thinking at work, spotlight wicked obstacles to your thinking and fallacies that can derail you and identify actions to develop your own and others' critical thinking skills. In addition, we will explore critical thinking as a process of discovery to help you: spot flaws in arguments that others accept without question; find creative, workable solutions where others see only problems; clearly articulate your position; make quicker informed decisions; and take a confident stand for yourself.

Some key topics include:

- Role of critical thinking at work
- Obstacles to critical thinking
- Identifying flaws in thinking
- Using critical thinking to take informed action
- Skills, tools and strategies for critical thinking
- Fostering critical thinking at work

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Thinking**

Date: April 21, 2020

~~Cost: \$229~~

~~Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE - Room 302~~

~~Registration Deadline: April 7~~

~~Time: 8:30 a.m.-3:30 p.m.~~

~~CEUs: 0.6~~

~~Facilitator: Terri Deems~~

~~Course #: BSAD-3019-CESA~~

Date: June 4, 2020

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 21

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Terri Deems

Course #: BSAD-3019-CEUA

Emotional Intelligence: The Foundation of Lifelong Success

Emotional intelligence is the ability to be aware of and manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. The one-day course is designed to help master the basic concepts and techniques of this critical skill.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Beatrice section is live-streamed from Lincoln.

REGISTER using Keyword: **Emotional**

Date: Thurs., Feb. 20, 2020

Cost: \$229

Registration Deadline: Feb. 6

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Locations:

Beatrice, NE • SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 103 Course #: BSAD-7157-BESA

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7157-CESA



SCCNebCE

sccbeatricece

SCCLearningCenteratFallsCity

SCCLearningCenteratHebron

SCCLearningCenteratNebraskaCity

SCCLearningCenteratPlattsmouth

SCCLearningCenteratWahoo

SCCLearningCenteratYork



SCCNebCE

Professional Effectiveness

Turning Stress into Strength

This fast-paced program is filled with real-world strategies and tactics for facilitating meetings that get results, making the most of every minute, and reducing the harmful effects of stress. We'll show you how to free yourself by learning to manage your energy and not your time, ensure that the most important things at work and at home get done every day and make stress work for you rather than against you.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections are live-streamed from Lincoln.

REGISTER using Keyword: **Stress**

Date: Thurs., March 19, 2020

Cost: \$229

Registration Deadline: March 5

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Locations:

Beatrice, NE • SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 103 Course #: BSAD-7310-BESA

Falls City, NE • SCC Learning Center at Falls City,
3200 Bill Schock Blvd..... Course #: BSAD-7310-FCSA

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7310-CESA

Wahoo, NE • SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102 Course #: BSAD-7310-WHSA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K..... Course #: BSAD-7310-YKSA

Communication & Team Development

NEW! Being Radically Inclusive: It's Not So Radical

Everybody knows a little about a growing field of knowledge called Diversity, Equity and Inclusion but what has your experience involved? In this interactive workshop, participants will take a deep look into our own implicit biases, how they form, how to address them, and how to appreciate our increasingly diverse world. The facilitator will include discussions on the use of pronouns for those with gender non-conforming identities and concepts such as intersectionality. The group will practice how to be more inclusive and create a space where no one is shamed or judged.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Inclusive**

Date: Tues., March 10, 2020

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: March 3

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Jillian Post

Course #: BSAD-3008-CESA

~~**Date: Thurs., April 16, 2020**~~

~~Cost: \$229~~

~~Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302~~

~~Registration Deadline: April 9~~

~~Time: 8:30 a.m.-4:30 p.m.~~

~~CEUs: 0.7~~

~~Facilitator: Jillian Post~~

~~Course #: BSAD-3008-CESB~~

Communication & Team Development

NEW! Business Writing

Focus on the creative process of writing and creating the “down draft.” You will explore ways to engage readers to accomplish our goals (including using the principles of “plain language”) and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with “dental drafts” to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill our credibility.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: **Business**

~~Date: Fri., March 20 & 27, 2020~~

~~Cost: \$229~~

~~Registration Deadline: March 6~~

~~Time: 8:30 a.m.-12:30 p.m.~~

~~CEUs: 0.8~~

~~Facilitator: Terri Deems~~

~~Locations:~~

~~Lincoln, NE - Jack J. Huck Continuing Education Center,~~

~~301 S. 68th St. Place, Room 402 Course #: BSAD-3011-CESA~~

~~York, NE - SCC Learning Center at York,~~

~~3130 Helen Ave., Room K Course #: BSAD-3011-YKSA~~

Developing Successful Employees & Teams

Successful leaders understand that regular coaching is integral to their job. We present coaching and training as part of an overall development process and show how to integrate both into other management processes. This enables managers to build their team all of the time, not just coach them when there is a problem that needs attention. The result is more productive, more effective teams. Participants will learn to use coaching to improve the performance of others.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections are live-streamed from Lincoln.

REGISTER using Keyword: **Employees**

Date: Thurs., May 14, 2020

Cost: \$229

Registration Deadline: April 30

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Locations:

Beatrice, NE • SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 334 Course #: BSAD-7164-BESA

Falls City, NE • SCC Learning Center at Falls City,
3200 Bill Schock Blvd..... Course #: BSAD-7164-FCSA

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7164-CESA

Wahoo, NE • SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102 Course #: BSAD-7164-WHSA

Communication & Team Development

Leadership Communication Boot Camp

As a supervisor or manager, you invest at least a third of your day communicating, so it's no wonder that 40 percent or more of your overall success is determined by your communication skills. This workshop helps guarantee your long-term success by developing this critical skill. You will...

- Recognize and demolish the 21 barriers to successful communication.
- Internalize a practical model of effective communication.
- Learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings.
- Employ “positive language” to enlighten, engage and influence anyone.
- Pull it all together to create and leverage rapport and credibility.

This workshop is designed for leaders in both new supervisor/manager positions as well as seasoned leaders. A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Leadership**

Date: Thurs., March 5, 2020

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: Feb. 20

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7330-CESA

Handling Workplace Conflict

Right now, you may be experiencing conflict and are looking for help in solving it. But what if conflict isn't just something that happens but a manifestation or "cataracts" that are affecting how we see the world? By removing the cataracts, we can be agents that can reduce the conflict around us!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections on Feb. 19 and April 13 are live-streamed from Lincoln.

REGISTER using Keyword: **Conflict**

Date: Wed., Feb. 19, 2020

Cost: \$229

Registration Deadline: Feb. 5

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller

Locations:

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-3014-CESA

Wahoo, NE • SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102 Course #: BSAD-3014-WHSA

~~**Date: Wed., April 8, 2020**~~

~~Cost: \$229~~

~~Location: SCC Learning Center at Nebraska City,
819 Central Ave., **Nebraska City, NE** - Room 105~~

~~Time: 8:30 a.m.-3:30 p.m.~~

~~CEUs: 0.6~~

~~Facilitator: Dan Moeller
Course #: BSAD-3014-NCSA~~

~~**Date: Mon., April 13, 2020**~~

~~Cost: \$229~~

~~Registration Deadline: March 30~~

~~Time: 8:30 a.m.-3:30 p.m.~~

~~CEUs: 0.6~~

~~Facilitator: Dan Moeller~~

~~Locations:~~

~~**Beatrice, NE** • SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 334 Course #: BSAD-3014-BESA~~

~~**Lincoln, NE** • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-3014-CESB~~

~~**York, NE** • SCC Learning Center at York,
3130 Holen Ave., Room K Course #: BSAD-3014-YKSA~~

Communication & Team Development

People 101

Have you ever found yourself irritated by a team member who constantly questions your ideas and always requests to see the research and data to back it up? Understanding how people feel, think and behave is very important. This workshop gives you understanding by utilizing a tool: Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator.

Include your current email address on your registration form. Approximately one week prior to the class you will receive an email with a link to the Insight Personality Spectrum assessment. Please allow yourself up to 30 minutes to complete the assessment. You are encouraged to print out your results and bring them with you to class. A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: **People**

Date: Thurs., Feb. 6, 2020

Cost: \$229

Registration Deadline: Jan. 23

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Locations:

Lincoln, NE • Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Room 302 Course #: BSAD-7165-CESA

York, NE • SCC Learning Center at York,

3130 Holen Ave., Room K..... Course #: BSAD-7165-YKSA

Building Better Teams

Effective teams are the building blocks of successful organizations. Consequently, your success as an organization can often depend on how well you and other team members operate together. How are your problem solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections are live-streamed from Lincoln.

REGISTER using Keyword: **Teams**

Date: Thurs., June 11, 2020	Time: 8:30 a.m.-4:30 p.m.
Cost: \$229	CEUs: 0.7
Registration Deadline: May 28	Facilitator: Dave Dechant

Locations:

- Falls City, NE** • SCC Learning Center at Falls City,
3200 Bill Schock Blvd..... Course #: BSAD-7739-FCUA
- Lincoln, NE** • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7739-CEUA
- York, NE** • SCC Learning Center at York,
3130 Holen Ave., Room K..... Course #: BSAD-7739-YKUA

Communication & Team Development

Team Playership: Helping Work Teams Play Well Together

You can create a high-performing team environment, even if you aren't the leader. Learn the secrets of great Team Playership—propelling you, your team and your organization to the next level and beyond!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Teams**

Date: ~~Mon., April 27, 2020~~

Cost: ~~\$229~~

**Location: ~~Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE - Room 302~~**

Registration Deadline: ~~April 13~~

Time: ~~8:30 a.m.-3:30 p.m.~~

CEUs: ~~0.6~~

Facilitators: ~~Dan Moeller~~

Course #: ~~BSAD-7255-CESA~~

Speechcraft

Develop your public speaking ability and gain experience, knowledge and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

REGISTER using Keyword: **Speechcraft**

Dates: ~~Fri., Jan. 24-Feb. 28, 2020~~

Cost: ~~\$39~~

**Location: ~~Beatrice Chamber of Commerce,
218 N. Fifth St., Beatrice, NE~~**

Time: ~~7-8:30 a.m.~~

Facilitators: ~~Dan Moeller~~

Course #: ~~BSAD-7255-CESA~~

Registration Deadline: ~~April 13~~

Managing People & Projects

NEW! Managing Multiple Generations

The key to any organization's success is motivating, retaining and developing their talent. This informative workshop explores five generations in the workforce. This course offers practical knowledge to increase participant's generational knowledge and ability to deal with the unique perspectives, motivations and expectations of the generations.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections will be live-streamed from Lincoln.

REGISTER using Keyword: **Managing**

Date: Thurs., April 23, 2020

Cost: \$229

Registration Deadline: April 9

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dale Sundermann

Locations:

~~**Beatrice, NE** - SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 334 Course #: BSAD-3018-BESA~~

~~**Lincoln, NE** - Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-3018-CESA~~

~~**Nebraska City, NE** - SCC Learning Center at Nebraska City,
819 Central Ave., Room 105 Course #: BSAD-3018-NCSA~~

~~**Wahoo, NE** - Location: SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102 Course #: BSAD-3018-WHSA~~

Managing People & Projects

NEW! Managing by Personality

We all have different personalities. Effective leaders recognize this and don't take a one-size-fits-all approach to managing their people. They tailor their own style, based on each individual employee. Happier, more engaged and productive employees are the result. This program introduces participants to *The Insight Personality Spectrum*. Insight is a powerful, user-friendly version of the Meyers-Briggs Type Indicator (MBTI), the most widely used and scientifically valid personality assessment in the world. The program then goes on to demonstrate how to apply the information Insight yields to enhance each phase of the performance management process.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections will be live-streamed from Lincoln.

REGISTER using Keyword: **Managing**

Date: Thurs., May 28, 2020

Cost: \$229

Registration Deadline: May 14

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dave Dechant

Locations:

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 214..... Course #: BSAD-3017-CEUA

Plattsmouth, NE • SCC Learning Center at Plattsmouth,
537 Main St., Room 102..... Course #: BSAD-3017-PLUA

Wahoo, NE • SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102..... Course #: BSAD-3017-WHUA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K..... Course #: BSAD-3017-YKUA

NEW! Top 7 Tools to Help You Manage Projects

Are you interested in project management but don't know where to start? This practical half-day workshop will give you the tools you need to get started on the road to success in basic project management. Home projects, work projects and volunteer projects are all unique, and you will discover how these principles and tools apply to any project, giving you the head start you need to succeed.



A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections will be live-streamed from Lincoln.

This course was previously called Project Management for Newbies.

REGISTER using Keyword: **Projects**

~~**Date: Tues., April 14, 2020** Time: 8 a.m.- Noon
Cost: \$145 CEUs: 0.4
Registration Deadline: March 31 Facilitator: Steve Slaight~~

~~Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 304 Course #: BSAD-3013-CESA
Plattsmouth, NE • SCC Learning Center at Plattsmouth,
537 Main St., Room 102 Course #: BSAD-3013-PLSA~~

~~**Date: Wed., May 27, 2020** Time: 8 a.m.-Noon
Cost: \$145 CEUs: 0.4
Registration Deadline: May 13 Facilitator: Steve Slaight~~

~~Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-3013-CEUA
Nebraska City, NE • SCC Learning Center at Nebraska City,
819 Central Ave., Room 105 Course #: BSAD-3013-NCUA~~

~~**Date: Thurs., June 18, 2020** Time: 8 a.m.-Noon
Cost: \$145 CEUs: 0.4
Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302 Facilitator: Steve Slaight
Registration Deadline: June 4 Course #: BSAD-3013-CEUC~~

Managing People & Projects

How to Lead Projects

Today's organizations need strong project managers to help ensure success in the multitude of projects and priorities they are facing. Even more essential to these organizations are strong project LEADERS who are able to not only lead projects, but the people who will see those projects to fruition. Gain new insights and ideas to help propel you above the management fray to become the successful leader you were meant to be.

Take 2
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A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: Plattsmouth section will be live-streamed from Lincoln.

REGISTER using Keyword: **Lead**

Dates: Wed., Jan. 15, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: Jan. 2

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7235-CESA

~~Dates: Wed., March 25, 2020~~

~~Cost: \$145~~

~~Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302~~

~~Registration Deadline: March 11~~

~~Time: 1-5 p.m.~~

~~CEUs: 0.4~~

~~Facilitator: Steve Slaight~~

~~Course #: BSAD-7235-CESC~~

Dates: Tues., April 14, 2020

Cost: \$145

Registration Deadline: March 31

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Locations:

~~**Lincoln**, NE • Jack J. Huck Continuing Education Center,~~

~~301 S. 68th St. Place, Room 302 Course #: BSAD-7235-CESE~~

~~**Plattsmouth**, NE • SCC Learning Center at Plattsmouth,~~

~~537 Main St., Room 102 Course #: BSAD-7235-PLSA~~

Dates: Thurs., June 18, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: June 4

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7235-CEUA

Project Management for Newbies

Are you interested in project management but don't know where to start? This practical half-day workshop will give you the tools you need to get started on the road to success in basic project management. Home projects, work projects and volunteer projects are all unique, and you will discover how these principles and tools apply to any project, giving you the head start you need to succeed.



A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Project**

Date: Wed., Jan. 15, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: Jan. 2

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7161-CESA

Date: Wed., Feb. 5, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 213

Registration Deadline: Jan. 22

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7161-CESC

Date: Wed., March 25, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: March 11

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7161-CESE

Managing People & Projects

Managing Risks in Projects

Every day, projects fail due to a lack of risk-management planning. Learn how to get ahead of those risks in your projects by utilizing tools that will be provided during this half-day workshop. Together we'll learn how to identify risk, how to deal with it and how to find opportunities. Increase your project success by putting these tools to work for you!

Take 2
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A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Projects**

Date: Wed., Feb. 5, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 213
Registration Deadline: Jan. 22

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight
Course #: BSAD-7160-CESA

Date: Wed., May 27, 2020

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302
Registration Deadline: May 13

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight
Course #: BSAD-7160-CEUA

Take 2

Register for two workshops being offered the same day for only \$229!

Project Management for Newbies & How to Lead Projects

LINCOLN, JAN. 15: Use course numbers BSAD-7161-CESB and BSAD-7235-CESB when filling out the registration form.

~~**LINCOLN, MARCH 25:** Use course numbers BSAD-7235-CESD and BSAD-7161-CESE when filling out the registration form.~~

Managing Risks in Projects & Project Management for Newbies

LINCOLN, FEB. 5: Use course numbers BSAD-7160-CESB and BSAD-7161-CESD when filling out the registration form.

How to Lead Projects & Top 7 Tools to Help You Manage Projects

~~**LINCOLN, APRIL 14:** Use course numbers BSAD-7235-CESF and BSAD-3013-CESB when filling out the registration form.~~

~~**PLATTSMOUTH, APRIL 14:** Use course numbers BSAD-7235-PLSB and BSAD-3013-PLSB when filling out the registration form.~~

LINCOLN, JUNE 18: Use course numbers BSAD-3013-CEUD and BSAD-7235-CEUB when filling out the registration form.

Managing Risks in Projects & Top 7 Tools to Help You Manage Projects

LINCOLN, MAY 27: Use course numbers BSAD-7160-CEUB and BSAD-3013-CEUB when filling out the registration form.

Managing People & Projects

Building Multi Generational Teams

The demographics of the workforce are changing. Approximately 10,000 Millennials are joining the workforce per day and they comprise about one-third of the population. This class will focus on understanding this generation but also identifying its similarities and differences to previous generations. This class will provide a very beneficial but practical guide to creating dynamic and effective multi generational teams.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: **Teams**

Date: Wed., Feb. 26, 2020

Cost: \$229

Registration Deadline: Feb. 12

Time: 8:30-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller

Locations:

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-3010-CESA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K..... Course #: BSAD-3010-YKSA

Your Role as a Supervisor

Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise will help you develop the skills to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques to implement in “the real world” and time to develop a specific action plan to implement them.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections are live-streamed from Lincoln.

REGISTER using Keyword: **Supervisor**

Date: Thurs., Jan. 23, 2020

Cost: \$229

Registration Deadline: Jan. 9

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Locations:

Beatrice, NE • SCC Beatrice Campus, 4771 W. Scott Road,
Kennedy Center, Room 103 Course #: BSAD-7158-BESA

Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7158-CESA

Wahoo, NE • SCC Learning Center at Wahoo,
536 N. Broadway St., Room 102 Course #: BSAD-7158-WHSA

Leadership & Execution

Leading Through Influence (Half Day)

In this interactive program, participants will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections are live-streamed from Nebraska City.

REGISTER using Keyword: **Leading**

Date: Wed., March 11, 2020

Cost: \$145

Registration Deadline: March 4

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Dale Sundermann

Locations:

Falls City, NE • SCC Learning Center at Falls City,
3200 Bill Schock Blvd..... Course #: BSAD-7016-FCSA

Hebron, NE • SCC Learning Center at Hebron,
610 Jefferson Ave..... Course #: BSAD-7016-HNSA

Nebraska City, NE • SCC Learning Center at Nebraska City,
819 Central Ave. Course #: BSAD-7016-NCSA

Leading Through Influence (Full Day)

Influence is the capacity to build support for an idea, agenda or direction. The ability to influence without authority is the hallmark of a leader. Successful influencers maximize outcomes by building consensus and gaining cooperation. They exhibit personal authority that is not dependent solely on their position, enabling them to lead others in good times or in times of turmoil. In this interactive program, participants will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: **Leading**

Date: Thurs., April 9, 2020

Cost: \$229

Registration Deadline: March 26

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Locations:

~~**Lincoln, NE** • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 Course #: BSAD-7344-CESA~~

~~**York, NE** • SCC Learning Center at York,
3130 Helen Ave., Room K..... Course #: BSAD-7344-YKSA~~

Personal Effectiveness for Leaders

As a leader, your most powerful tool is the example you set for your coworkers and employees. This course will optimize your personal effectiveness by helping you:

- Lead by example
- Cement the link between leading by example and personal effectiveness
- Develop your Emotional Intelligence (EQ)
- Adopt a “Growth Mindset”™
- Craft a personal mission statement
- Set personal and professional goals
- Make the most of your time
- Make stress work for you
- Conduct meetings that drive results

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Beatrice section is live-streamed from Lincoln.

REGISTER using Keyword: **Leaders**

Date: Thurs., Jan. 9, 2020	Time: 8 a.m.-4:30 p.m.
Cost: \$229	CEUs: 0.7
Registration Deadline: Jan. 3	Facilitator: Dave Dechant

Locations:

- Beatrice, NE** • SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall, Room 403..... Course #: BSAD-7254-BESA
- Lincoln, NE** • Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 302 Course #: BSAD-7254-CESA

Leadership & Execution

POSITIVE DISRUPTION



Leadercast Live 2020

Disturbance. Disorder. Disarrangement. Many people think these are negatives in the workplace, but Leadercast Live 2020 will show how disruption is the best way to make positive, lasting changes in your organization and beyond.

The speakers who will take the stage are change-makers. They are trailblazers. They are people who face big ideas head-on and take their teams to new heights. Learn from our leadership experts on how to purposefully interrupt organizational functions to bring new energy, ideas, processes and success to your team.

At Leadercast Live 2020, discover how to upset the status quo to incite positive change that will echo throughout your organization.

The largest one-day leadership event in the world is broadcast live each year from Atlanta to hundreds of Host Sites around the world. This career-changing leadership event brings together globally respected experts on one stage to share knowledge and insights from their leadership journeys.

Leadercast provides leaders of all levels with the tools and wisdom to grow in their leadership and transform their organizations for the better. By bringing together top leadership experts with worldly perspectives, Leadercast equips people around the world to be leaders worth following.

Cost includes breakfast, lunch and afternoon refreshments.

Single, group and room rates available.

Date: Thurs., May 7, 2020

Cost: Beginning at \$99

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE

Time: 8 a.m.-2:30 p.m.

Registration Deadline: April 28

For more information and rates, visit
leadercast2020sc.lincoln.eventbrite.com

Process Improvement

Six Sigma Green Belt Certification Training

The Six Sigma Green Belt Certification training is designed to give you a comprehensive understanding of Six Sigma principles and teach you how to effectively work on a Six Sigma team. What makes SCC's offering unique is that every student will identify a project applying various Green Belt principles that will drive improvements. Students will have an opportunity to work closely with our instructors to apply the DMAIC process to their project and begin to implement changes that will produce measurable results in efficiency, profitability and/or customer service.

Individuals who successfully complete the class will be certified. A certificate of professional development and CEUs will be awarded for successfully completing this class. **Gap Tuition Assistance is available for those who qualify.** See page 34 or visit www.southeast.edu/cefinassist for assistance options.

REGISTER using Keyword: **Sigma**

~~Dates: Tues., Wed. & Thurs., April 28-30, May 19-21 & June 23-25, 2020~~

~~Cost: \$3,500~~

~~Time: 8:30 a.m.-4:30 p.m.~~

~~Location: Jack J. Huck Continuing Education Center,~~

~~CEUs: 6.3~~

~~301 S. 68th St. Place, Lincoln, NE - Room 302~~

~~Facilitator: Bret Gengenbach~~

~~Registration Deadline: April 14~~

~~Course #: BSAD-7701-CESA~~

Buy **2** Get **1**

Any organization who registers two team members will receive a third seat for ONLY \$65. Use course numbers BSAD-7701-CESB when filling out the registration form and must be submitted together.

Process Improvement

Six Sigma White Belt

White Belt training provides participants with fundamental comprehension of Lean Six Sigma (LSS). Topics include process improvement, variability, process performance and the specific roles that different team members play. Those who attend this workshop lend support to the process improvement projects as either a Project Leader (Champion) or as a Team Member. Specific tools and methods introduced in this course are Six Sigma, Lean, the DMAIC process, waste and resource reduction while augmenting satisfaction among customers.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Sigma**

Date: Thurs., Feb. 13, 2020

Cost: \$199

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: Feb. 6

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Bret Gengenbach

Course #: BSAD-7136-CESA

Six Sigma Yellow Belt Certification

The Six Sigma Yellow Belt Certification is designed for those new to the world of Six Sigma who may have a general interest or a need to learn about Yellow Belt. Yellow Belts can be entry level employees that seek to improve their world or executive champions who require an overview of Six Sigma and DMAIC. This certification adopts the approach of advancing the concept and potential of using Six Sigma tools and methodologies with an organization.

Individuals who successfully complete the class will be certified. A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Sigma**

Date: Thurs., Feb. 13, 2020

Cost: \$375

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 302

Registration Deadline: Feb. 6

Time: 8 a.m.-5 p.m.

CEUs: 0.8

Facilitator: Bret Gengenbach

Course #: BSAD-7137-CESA

Grant Funding

Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant for the March 31 or June 30 application cycle, this is an opportunity you don't want to miss. The Training Solutions staff is offering a grant-writing workshop that includes an introduction and overview of the Nebraska Worker Training Grant followed by hands-on grant application writing itself.

A worksheet to assist you in preparing for the application completion will be provided during to the workshop. There is NO CHARGE to attend the workshop.

8:30 a.m.....*Grant Overview*

9:30 a.m.....*Grant Application Completion*

Date: Fri., Feb. 14, 2020

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 407

Time: 8:30 a.m.-12:30 p.m.

Registration Deadline: Feb. 12

Date: Fri., May 8, 2020

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 407

Time: 8:30 a.m.-12:30 p.m.

Registration Deadline: May 6

To register, visit sccneb.eventbrite.com.

**For additional information on the
Nebraska Department of Labor Worker Training Program, please visit:
www.dol.nebraska.gov/EmploymentAndTraining/Training/WorkerTrainingProgram**

About the Facilitators



Jillian Post

Jillian is an experienced process facilitator with content expertise in diversity, equity, inclusion, and conflict resolution principles. She also develops curriculum for projects and serves in several educator roles throughout Nebraska. She began her professional career as a small business owner in a completely different industry before beginning a transition in 2011.

She received a Bachelor's in Psychology from the University of Nebraska-Lincoln, an Master's in Conflict Resolution from Creighton University, and an Master's in Interfaith Action from Claremont Lincoln University, where she was a Global Peacemaker Fellow. She enjoys facilitating both online and Face-2-Face dialogue such as the Living Together Movement she led while living just outside NYC for five years. She is a curious, sometimes quirky, life-long learner, who thoroughly enjoys helping people find better ways to communicate.



Terri Deems PhD

Terri Deems, PhD, is a learning and organizational development professional with more than 20 years' experience working with leaders and others engaged in personal and organizational change, development and transformation.

As a coach, trainer and consultant Terri has worked within diverse industries to help leaders foster work environments where people engage with a spirit of community, creativity and commitment. She has facilitated active learning in areas such as critical thinking, ethics, career management, work-life balance, managing stress, emotional intelligence, change and resilience, communication, team building, work culture and climate, and much more. Dr. Deems has a passion for helping others create a vision, nurture their spirit, critically examine their actions and habits, and implement behavior change to "get unstuck" and achieve their goals.

Terri's educational background includes a Bachelor's in English and secondary education, Master's in adult and continuing education (emphasis in training and development) and PhD in community and human resource development, all from the University of Nebraska-Lincoln. In addition to her private practice, Dr. Deems also teaches graduate and undergraduate classes at Grand View University and at Doane University.

About the Facilitators



Steve Slaight
P.M.P., C.S.M.

Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company

that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.



Dan Moeller
PrairieFire Consulting™ Founder

Dan is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his

multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.



Bret Gengenbach
Molex

Bret is a Divisional GLSS Master Black Belt working with all TIS plants on GLSS improvements strategies and training. Projects including standardizing quality practices, cost reductions and leading numerous Quality initiatives. He was a Global Master Black Belt, GCQ Global Quality Manager, Black Belt, Quality Manager, Metrology Lab Supervisor, and Supplier Quality Engineer.



Dale Sundermann

Senior Partner

The Skilz Group, LLC

Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their

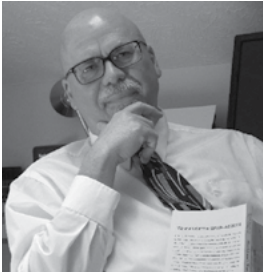
long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB.

Prior to co-founding The Skilz Group, Dale spent four years as a Consultant with Best Care Employee Assistance Program. There he delivered over 50 hours of training, consulting, and coaching services a month to some 240 client companies. He has also traveled extensively in the United States, facilitating dozens of management and leadership programs for SkillPath Seminars.

Dale's resume also includes six years as an officer in the United States Air Force where the SOAR to Excellence Program he developed and facilitated was nominated as a U.S. Air Force Best Practice. His passionate commitment to human capital development has been shaped by his experiences as a high school teacher and coach, a licensed mental health professional, and a father of four boys.

Dale earned his Bachelor of Arts degree in Psychology, History and Political Science from Jamestown College in 1993, his Masters in Clinical Social Work from the University of Missouri in 1996 and is currently a Ph.D. candidate in Human Capital Management at Bellevue University.

About the Facilitators



David Dechant

MC, CCP

Senior Consultant

The Skilz Group, LLC

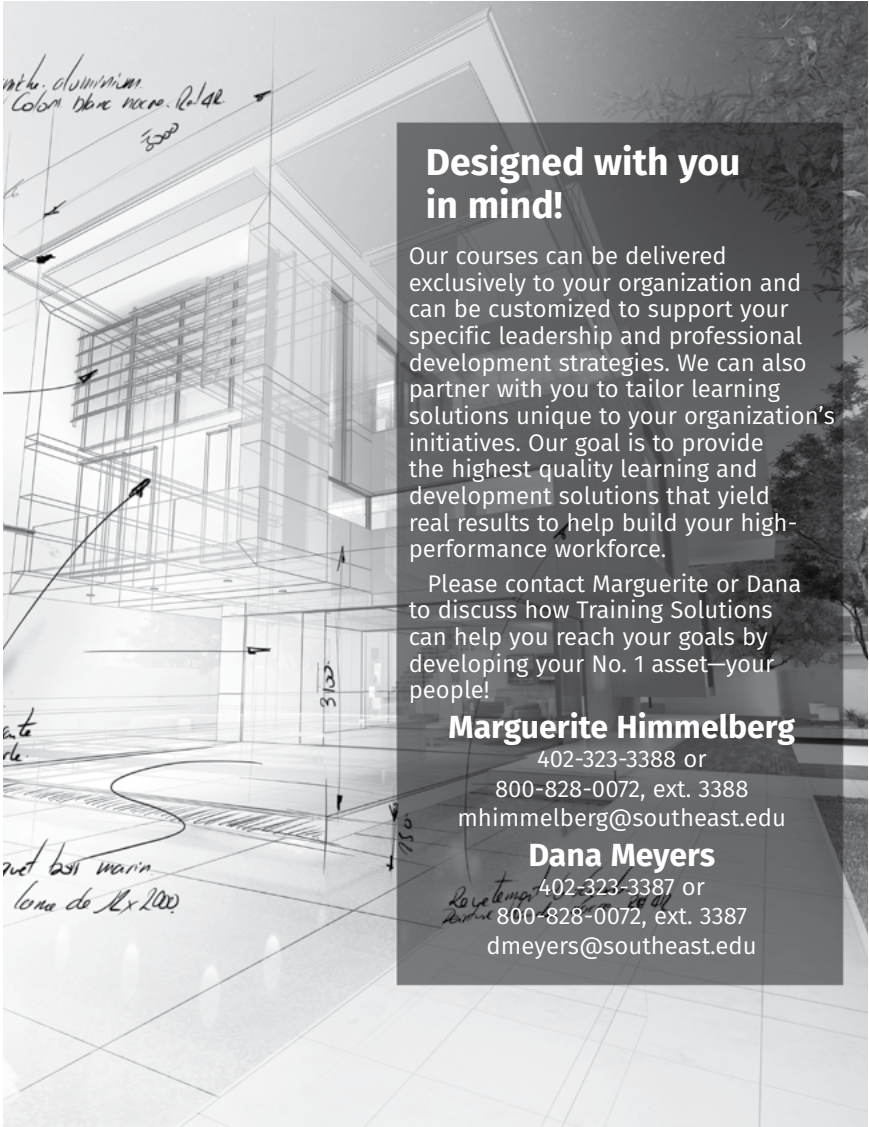
Since joining Best Care Employee Assistance Program in 2004 as a training consultant, David, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

Promoted to Curriculum Development Coordinator in 2010, Dechant now works closely with Best Care's cadre of professional trainers to perfect the content and look of the employee assistance program's ever expanding catalog of personal and professional effectiveness courses. He's particularly proud of the scores of hours of in-depth, customized leadership and management training he's crafted and delivered for clients in enterprises as diverse as education, health care, transportation, manufacturing, insurance, and financial services.

Dechant teamed up with former Best Care EAP colleague Dale Sundermann in 2009 to form The Skilz Group, a management and leadership development firm dedicated to helping leaders at all levels hone the skills they need to evolve professionally and personally, engage their followers and inspire them to excellence. Partnering with SCC Training Solutions, The Skilz Group has created and facilitated management and leadership training for Nebraska-based utilities as well as leading regional advertising, civil engineering, and financial services firms and nationally recognized transportation, manufacturing and bio sciences companies.

He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

Customized Talent Development



Designed with you in mind!

Our courses can be delivered exclusively to your organization and can be customized to support your specific leadership and professional development strategies. We can also partner with you to tailor learning solutions unique to your organization's initiatives. Our goal is to provide the highest quality learning and development solutions that yield real results to help build your high-performance workforce.

Please contact Marguerite or Dana to discuss how Training Solutions can help you reach your goals by developing your No. 1 asset—your people!

Marguerite Himmelberg

402-323-3388 or
800-828-0072, ext. 3388
mhimmelberg@southeast.edu

Dana Meyers

402-323-3387 or
800-828-0072, ext. 3387
dmeyers@southeast.edu

Student Financial Assistance

Can the Gap Tuition Assistance Program help you with your education goals?

The Gap Tuition Assistance Program provides funding for short-term training for in-demand jobs – making your education FREE!

Who is eligible?

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income	Household Size	Annual Income
1.....	\$31,225	4.....	\$64,375
2.....	\$42,275	5.....	\$75,425
3.....	\$53,325	6.....	\$86,475

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program of study*.

Training Programs of Study

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- *Leadership Certificate*
- *Business/Information Technology*
- *Manufacturing/Industrial Technology*
- *Computer Programming & Networking*
- *Lean/Six Sigma*
- *Welding*
- *Fiber Optics*
- *Health Care*

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.

NOTE: Beginning Fall 2019 Gap Tuition Assistance program will be able to cover specific credit courses. Please contact Heather for more information!

For more information, contact:

Heather Bloomquist

402-323-3394

hbloomquist@southeast.edu

OR visit www.southeast.edu/cefinassist

* Programs of study can be found at the web address above, and can be bundled.

Online Learning



Skills for the 21st Century

NEW! Certificate in Structured Query Language (SQL)

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL also can lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.

Instructor: Cecilia Allison
\$595 for full certificate

Introduction to SQL

Offerings start monthly, February-September; Single Course \$245

Intermediate SQL

Offerings start monthly, March-October (not available as single course)

Advanced SQL

Offerings start monthly, April-November (not available as single course)

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Accounting and Finance for Non-financial Managers Certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. This certificate explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook® and Wi-Fi. Students will learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, basic security architecture, and cyber terrorism.

BROWSE CERTIFICATES & COURSES IN:

Business

Business Communication

Health

Human Resources

Leadership

LEED Green Workplace

Management

New Media Marketing

Personal Development

Social Media for Business

Technology Skills

Training and Education

Training for K12 Teachers

<http://bit.ly/SCC-UGotClass> • 855-846-8252

4

Easy Ways to Register

1. **Register ONLINE** at <http://bit.ly/registerceleadership> OR
Complete the registration form on the inside back cover.
Please Print.
then either...
2. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
3. **FAX** the registration form with credit card number to **402-437-2703**
4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a COPY of the completed form, or record the information for your reference.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Questions about registration or space availability, contact:

Continuing Education • 402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

Questions?

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College 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. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.



Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

Social Security Number OR SCC Student ID Number		Name: Last		First		Middle Initial	
Residence Mailing Address		City	State	Zip	County #		
Email Address		Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone			
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American			

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

SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	SCC staff Tuition Waiver ()
TOTAL DUE	FOR OFFICE USE ONLY
<input type="checkbox"/> Yes <input type="checkbox"/> No	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 for a refund; 3) that I understand the refund policy of the college; 4) that I understand the college's policies regarding academic honesty 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. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other characteristics. For more information, contact the Office of Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or iso@southeast.edu.