## Professional Development

### Fall 2020

**Location Key**
- Hebron, HNLC
  - Learning Center at Hebron, 610 Jefferson Ave.

**For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. As our learning environment changes, we look forward to offering additional classes live online.**

### Using Video in Marketing

Learn how to use video in marketing your small business. Learn the important elements needed to enhance your small business marketing needs using videos. From the background behind this tool to editing video, this class will provide an engaging opportunity to learn how to use video when marketing your small business.

**NOTE:** Class is live-streamed from Falls City.

<table>
<thead>
<tr>
<th>Oct. 6-20 Hebron, HNLC, 101</th>
<th>T</th>
<th>6-8 p.m.</th>
<th>BSAD-7305-HNFA</th>
<th>$99</th>
</tr>
</thead>
</table>

### 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.

Students receive their assignments online through SCC’s online learning platform. Upon completion of each reading assignment, students will complete an online quiz. A minimum grade of 80% is required on each quiz to qualify the student to take the final ServSafe exam.

The ServSafe exam is taken online in the SCC Testing Center in Beatrice or Lincoln or at the Learning Center at Hebron or Nebraska City.

Students need: computer with high-speed internet connection, working knowledge of computer and internet experience. Please note: You cannot access the course using an iPad or Android tablet. There is a six-hour waiting period between online registration for the class and class access.

You may register at any time for this class. After you register online, purchase the book “ServSafe Manager” at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. For registration and log-in information, go to http://bit.ly/sccfoodprotectionmanager.

To register and pay, go to http://bit.ly/RegisterCE.

### NEW! Building Your Applicant Pool

Business is booming and you need more employees. You see two or three applications come through but you have six or seven positions to fill. Leave class with a toolbox of methods, techniques and tips to increase your applicant pool for ongoing hiring.

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<thead>
<tr>
<th>Oct. 26 Hurley</th>
<th>M</th>
<th>6-9 p.m.</th>
<th>BSAD-3034-TCFA</th>
<th>$59</th>
</tr>
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### NEW! Marketing During Change

Marketing during unexpected change is a different ballgame. Knowing when to pivot on your marketing goals is vitally important. With a refreshed, enhanced, or new set of marketing “know-hows,” you can conquer your marketing endeavors and maintain a dominant presence, even during a pandemic or change in business trends.

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<tr>
<th>Nov. 9 Hurley</th>
<th>M</th>
<th>6-9 p.m.</th>
<th>BSAD-3035-TCFA</th>
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</table>

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**Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.**

### Location Key
- Hebron, HNLC..................Learning Center at Hebron, 610 Jefferson Ave.

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Check out all classes offered at [www.southeast.edu/HebronLC](http://www.southeast.edu/HebronLC)

Find us on Facebook at [www.facebook.com/SCCLearningCenterAtHebron](http://www.facebook.com/SCCLearningCenterAtHebron)

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu
Core Tools Training
This course will cover the five AIAG core tools manuals (including linkage to IATF 16949 quality system requirements and the recent VDA- FMEA integrated standard, aligning AIAG FMEA with European Automotive (VDA).
(1.8 CEUs)

Keyword: Training
Sept. 15-Oct. 1 T, Th 6-9 p.m. Gegenbach BSC4-727-WBFA $760

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.
Keyword: Speechcraft
Oct. 1-Nov. 5 Th 6:30-8 a.m. SPCH-4001-TCFA $39

NEW! Zoom: Everyone is Doing It!
Learn why Zoom is being used by millions to hold one to one meetings or group conversations! Zoom provides a fun and easy way to connect with family, friends or colleagues with the click of a button. You can see them 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
Nov. 9 & 16 M 6-8 p.m. AREA-0934-TCFA $39

Let’s Do Lunch: Zoom Basic
You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.
Keyword: Lunch
Oct. 1 Th Noon-1 p.m. AREA-6665-TCFB $10

NEW! Let’s Do Lunch: Zoom Basic
Collaborate with your team virtually and learn how to Host a meeting on Zoom.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.
Keyword: Lunch
Nov. 5 Th Noon-1 p.m. AREA-6665-TCFC $10

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

CANCELLATION/REFUND POLICY: You must call the Continuing Education office at 402-427-2700 or 800-428-0072 the day before the class begins to receive a 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. ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
Register Online for
SCC Continuing Education Classes

You must have an email account to register online.


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**. You also will receive an email with this same information 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.

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* 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.