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.

Keyword: Protection

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

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.

Keyword: Pool

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.

Keyword: Marketing

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. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

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

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?

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

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<th>Date</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept. 15-Oct. 1</td>
<td>T, Th 6-9 p.m.</td>
<td>Online Gengerbach</td>
<td>RCAD-7327-WBFA</td>
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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!

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<th>Instructor</th>
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<tr>
<td>Nov. 9 &amp; 16</td>
<td>M 6-8 p.m.</td>
<td>LIVE Online M. Meyer</td>
<td>AREA-0934-TCFA</td>
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Let's Do Lunch: Host a Meeting on Zoom
Collaborate with your team virtually and learn how to Host a meeting on Zoom.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<th>Date</th>
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<th>Instructor</th>
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<tr>
<td>Oct. 1</td>
<td>Th Noon-1 p.m.</td>
<td>LIVE Online Zoom</td>
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<td>Nov. 5</td>
<td>Th Noon-1 p.m.</td>
<td>LIVE Online Zoom</td>
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NEW! Let’s Do Lunch: Video Chatting
Can’t meet with family over the holidays? Find out ways to connect virtually.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<td>Dec. 3</td>
<td>Th Noon-1 p.m.</td>
<td>LIVE Online Zoom</td>
<td>AREA-6665-TCFD</td>
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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.
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
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

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<th>COURSE NUMBER</th>
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Signature

Would you like a receipt mailed to you?  Yes  No
SCC Staff Tuition Waiver

TOTAL DUE

For Office Use Only

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 Failing, only use the fax number listed or verify with SCC before using another SCC fax number.

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