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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 26</td>
<td>M 6-9 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Hurley</td>
<td>BSAD-3034-TCFA</td>
<td>$59</td>
</tr>
</tbody>
</table>

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>
<td>Nov. 9</td>
<td>M 6-9 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Hurley</td>
<td>BSAD-3035-TCFA</td>
<td>$59</td>
</tr>
</tbody>
</table>

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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<tr>
<td>Oct. 26-Nov. 2</td>
<td>M 6-8 p.m.</td>
<td>Plattsmouth, PLLC, 102</td>
<td>Meyer</td>
<td>AREA-0934-PLFA</td>
<td>$39</td>
</tr>
<tr>
<td>Nov. 9 &amp; 16</td>
<td>M 6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Meyer</td>
<td>AREA-0934-TCFA</td>
<td>$39</td>
</tr>
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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.

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<tr>
<td>Oct. 1</td>
<td>Th Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Hurley</td>
<td>AREA-6665-TCFB</td>
<td>$10</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: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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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/sccconlinecourses.
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.

**Keyword: Lunch**

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<th>Noon-1 p.m.</th>
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<td>LIVE Online, Zoom</td>
<td>AREA-6605-TCFD</td>
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**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**

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<td>T, Th</td>
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<td>BSAD-7327-WBFA</td>
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**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**

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For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-808-0072 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, 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.

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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

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

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** TODAY'S DATE ____________________________**

**Social Security Number OR SCC Student ID Number:**

**Birth Date:**

**Name Last:**

**Name 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:**

- Hispanic or Latino
- Not Hispanic or Latino

**Race:**

- White
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African-American

**ADDITIONAL INFORMATION:**

**COURSE NUMBER**

**TITLE**

**START DATE**

**COST**

$____

$____

$____

$____

$____

**TOTAL DUE**

**SCC Staff Tuition Waiver**

**FOR OFFICE USE ONLY**

**TOTAL DUE**

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**SIGNATURE**

- Check
- Cash
- Mastercard
-AMEX
- Discover
- VISA

**V Code _______**

**Name as it appears on card:**

**Exp.Date _________ CC #_____

**Billing agency**

**INVOICE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD**

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

**Debit Card Information:**

**Social Security Number OR SCC Student ID Number:**

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**Name Last:**

**Name First:**

**Middle Initial:**

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**State:**

**Zip:**

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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.

*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.*