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

Oct. 26
LIVE Online, Zoom
M Hurley
6-9 p.m.
$59

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

Nov. 9
LIVE Online, Zoom
M Hurley
6-9 p.m.
$59

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
Online
T, Th Gengenbach
6-9 p.m.
BSAD-7327-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
LIVE Online, Zoom
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
LIVE Online, Zoom
M Meyer
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
LIVE Online, Zoom
Th Noon-1 p.m.
AREA-6665-TCFB

$10

Check out all classes offered at www.southeast.edu/continuing
Find us on Facebook at www.facebook.com/SCCNebCE

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

Keyword: Lunch
Nov. 5
LIVE Online, Zoom
Th
Noon-1 p.m.
AREA-6665-TCFC
$10

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
Dec. 3
LIVE Online, Zoom
Th
Noon-1 p.m.
AREA-6665-TCFD
$10

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 assignment, students will complete an online quiz. A minimum grade of 80 percent is required on each quiz to qualify the student to take the final ServSafe exam.

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/SCCFoodProtectionManagerClass.

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

Keyword: Protection
Online
FSDT-3000-WBWA
$65

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.

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CANCELLATION/REFUND POLICY: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 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.

Course Selection:
Browse courses in:
Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical
Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing

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

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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.