

## Professional Development

Spring 2021

### Core Tools Training

The 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).

A certificate of professional development and 1.8 CEUs will be awarded for successfully completing this class.



**Keyword: Training**

|                              |            |                |       |
|------------------------------|------------|----------------|-------|
| May 11-27                    | T, Th      | 6-9 p.m.       | \$595 |
| LIVE Online, Zoom            | Gengenbach |                |       |
| Registration Deadline: May 3 |            |                |       |
|                              |            | BSAD-7327-TCSA |       |

### 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**

|                   |            |                |      |
|-------------------|------------|----------------|------|
| March 26-April 30 | F          | 7-8:30 a.m.    | \$39 |
| LIVE Online, Zoom | Applegarth | SPCH-4001-TCSA |      |
| May 14-June 18    | F          | 7-8:30 a.m.    | \$39 |
| LIVE Online, Zoom | Applegarth | SPCH-4001-TCSB |      |

### NEW! Just Another Manic Monday: Your Guide to Navigating Employment

While everything feels more challenging since the COVID-19 pandemic, searching for a job seems especially daunting. But you can succeed despite uncertainty in the economy and current job market by staying positive, proactive and focused on proven strategies. This class will review websites, networking strategies, resume, and interview basics.



**Keyword: Employment**

|                   |      |                |      |
|-------------------|------|----------------|------|
| May 20            | Th   | 6-8 p.m.       | \$19 |
| LIVE Online, Zoom | Doma | AREA-6681-TCSA |      |

### NEW! Applying Your Strengths Daily

Learn how to develop your best-self using your Clifton Strengths. This interactive, hands-on class will engage you in understanding and applying your Strengths daily, whether you are a college student, workforce professional or parent raising children.

Must have completed the Gallup Clifton Strengths Assessment, know your top 5 strengths and have access to your personalized Gallup dashboard.



**Keyword: Strengths**

|                   |             |                |      |
|-------------------|-------------|----------------|------|
| June 17-24        | Th          | 5:30-7:30 p.m. | \$39 |
| LIVE Online, Zoom | Kerwin-Kubr | AREA-6787-TCUA |      |

### NEW! Blogging for Beginners

Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.



**Keyword: Blogging**

|                   |       |                |      |
|-------------------|-------|----------------|------|
| March 8           | M     | 6-9 p.m.       | \$39 |
| LIVE Online, Zoom | Roush | AREA-6743-TCSA |      |

### Community Leadership Program

Do you have new ideas? Would you like to influence community decisions? Ordinary people can emerge as leaders to serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. You will be prepared at the completion of class to use your newly acquired skills and knowledge for your role as a real world community leader.



**Keyword: Community**

|                   |        |                |      |
|-------------------|--------|----------------|------|
| April 19-May 3    | M      | 7-9 p.m.       | \$49 |
| LIVE Online, Zoom | Tilson | AREA-6834-TCSA |      |

## GRANT FUNDING

### Introduction to Grant Writing

Successful grant writing takes skill, practice and a little luck! Learn the fundamentals of grant writing, including terminology, funding sources, reading grant proposals, and the basics of preparing a grant proposal.



**Keyword: Grant**

|                   |       |                |      |
|-------------------|-------|----------------|------|
| March 22          | M     | 6-9 p.m.       | \$49 |
| LIVE Online, Zoom | SENDD | BSAD-7292-TCSA |      |

### Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant, mark this workshop on your calendar to attend! Keaton J. Irwin C.L.S.S.Y.B, Reemployment Program Coordinator, Business and Partner Relations from the Nebraska Department of Labor will be on hand to present and answer your questions. Don't miss this opportunity to learn what you need to know about best practices for submitting a Nebraska Worker Training Grant!

There is NO CHARGE to attend the workshop. **To register, visit [sccneb.eventbrite.com](https://www.sccneb.eventbrite.com).**

|               |                                 |           |  |
|---------------|---------------------------------|-----------|--|
| June 3        | Th                              | 8-10 a.m. |  |
| York, YKLC, K | (Registration Deadline: June 1) |           |  |



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>.

### Location Key

York, YKLC..... Learning Center at York, 3130 Holen Ave.  
(Inside the Holthus Convention Center)

For more information, contact us at  
800-828-0072, ext. 3634, or [continuing@southeast.edu](mailto:continuing@southeast.edu)

## LET'S DO LUNCH SERIES

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

### NEW! LDL: Email Marketing with Constant Contact

Looking for strategies to enhance the marketing of your business or other venture? Check out this brief introduction to "Constant Contact" an excellent email marketing tool.



Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

April 14                                  W                                  Noon-1 p.m.                                  \$10  
LIVE Online, Zoom                                  AREA-6665-TCSG

Keyword: Lunch

### NEW! LDL: Small Business Online Marketing Strategies

Learn a few tips and tricks to get your business noticed virtually.



Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

May 12                                  W                                  Noon-1 p.m.                                  \$10  
LIVE Online, Zoom                                  AREA-6665-TCSH

Keyword: Lunch

### NEW! LDL: New Options in Social Media

You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We'll discuss the options and functions of new platforms.



Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

June 2                                  W                                  Noon-1 p.m.                                  \$10  
LIVE Online, Zoom                                  AREA-6665-TCUA

Keyword: Lunch

### NEW! LDL: Learn about Canva

Canva is becoming the hottest, easiest way to get your message out there, whether it's on Facebook or other marketing online. You can do it with Canva!



Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

June 16                                  W                                  Noon-1 p.m.                                  \$10  
LIVE Online, Zoom                                  AREA-6665-TCUB

Keyword: Lunch

For more information, contact us at 800-828-0072, ext. 3634, or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

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

**Check out all classes offered at [www.southeast.edu/YorkLC](http://www.southeast.edu/YorkLC)  
Find us on Facebook at [www.facebook.com/SCCLearningCenteratYork](http://www.facebook.com/SCCLearningCenteratYork)**

**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.



## 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/collegcatalog](http://www.southeast.edu/collegcatalog) 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 |  | <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<br><input type="checkbox"/> Non-Resident |            | Ethnicity (select one):<br><input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino |   | Race (Select one or more):<br><input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native<br><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?  
 Yes     No

|                          |        |
|--------------------------|--------|
| SCC Staff Tuition Waiver | (    ) |
| TOTAL DUE                |        |

| FOR OFFICE USE ONLY |          |
|---------------------|----------|
| 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 to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained 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 factors prohibited by law or College policy. Inquiries concerning the application of SCC'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](mailto:jsoto@southeast.edu).

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
[www.southeast.edu/continuing](http://www.southeast.edu/continuing)

\* 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.