

Business Leadership

Winter 2022



The Path to Resilience

Harness your inner strength and come back stronger in the face of adversity. Resilience gives you the ability to rebound from a setback or challenge, such as a pandemic, job loss, illness, natural disaster or death of a loved one. This class will help you develop a personal strategy to enhance your resilience, giving you the ability to see past difficult events, find enjoyment in life and how to better handle stress.



A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

Keyword: Resilience

Jan. 26	W	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom		SKILZ	
Registration Deadline: Jan. 19		BSAD-7163-TCSCA	

Critical Thinking in Today's Workplace

The power to comprehend, analyze and evaluate affects the quality of your life and is integral to all that you do. This course will examine the role and challenges of critical thinking at work, spotlight wicked obstacles to your thinking and fallacies that can derail you. Learn how to develop your critical-thinking skills so you can spot flaws in arguments that others accept; find solutions where others only see problems; clearly articulate your position; make quicker informed decisions; and take a confident stand for yourself.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class.

Keyword: Thinking

Feb. 7-27	Online, Canvas	Deems	\$229
Registration Deadline: Feb. 1		BSAD-3019-WBCSA	

Manage & Resolve Conflict

Walk away knowing how to positively resolve conflict through a collaborative process that allows you to balance concern for outcomes with concern for relationships. By understanding and recognizing different types of conflict and how people respond, you can increase performance and morale within your organization.



A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Manage

March 9	W	8:30 a.m.-4:30 p.m.	SKILZ	\$229
LIVE Online, Zoom		BSAD-3004-TCSCA		
NE City, NCLC, 104		BSAD-3004-NCSCA		



These classes are delivered live via Zoom, 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.

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

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

Location Key

NE City, NCLC..... Learning Center at
Nebraska City, 1406 Central Ave.

For more information, contact **Cindy Meyer**
at 800-828-0072, ext. 3636, or
cmeyer@southeast.edu

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.



Funds are being provided
by the **Nebraska City
Community Foundation Fund**

Your Role as a Supervisor

Do you have what it takes to be an effective supervisor and lead your team to success? Build your skills and confidence by learning specific tools and techniques to empower others to act, develop operational excellence, build trust and foster team commitment.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.



Keyword: Supervisor

Feb. 10 Th 8:30 a.m.-4:30 p.m. \$229
 LIVE Online, Zoom Dechant
 Registration Deadline: Feb. 3 BSAD-7158-TCSCA

Emotional Intelligence: The Foundation of Lifelong Success

Emotional intelligence is the ability to be aware of and manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This one-day course is designed to help you master the basic concepts and techniques of this critical skill.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.



Keyword: Emotional

March 10 Th 8:30 a.m.-4:30 p.m. \$229
 LIVE Online, Zoom Sundermann
 Registration Deadline: March 3 BSAD-7157-TCSCA

Location Key

NE City, NCLC..... Learning Center at Nebraska City,
 1406 Central Ave.



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Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.



www.ed2go.com/scce

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 **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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/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		<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 <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <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.

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**. **Print** this page 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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
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.