



LEARNING CENTER

at Nebraska City

NEW! Online Selling



Learn about your online selling options at this two-hour class presented by JenRus Freelance Marketing. This class will cover website options and how to use PayPal, as well as E-commerce platforms. Discuss the basics of selling on Pinterest, Etsy and Amazon.

Participants will have the chance to set up an Amazon account and document their password as they participate in the class. If you don't already have an Amazon account, please know your email address, user name and password to make the process easier. It is recommended that participants have basic Internet navigation knowledge, an email account and general knowledge of social media. This class will be presented using distance learning technology, so participants will have the opportunity to interact with others across a 15-county region.

See reverse side for information on the Job Enhancement Scholarship (funding provided by the Nebraska City Community Foundation)!

Wed., Jan. 17, 2018 • 6-8 p.m.

Learning Center at Nebraska City, Room 102, 819 Central Ave.
\$49 • Instructor: Russell

Building the Team You Want with the Team You Have

Whether the focus is on service, quality, cost, value, speed, efficiency, or performance, effective teams are the building blocks of successful organizations. Consequently, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

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

See reverse side for information on the Job Enhancement Scholarship (funding provided by the Nebraska City Community Foundation)!

Fri., Feb. 9, 2018 • 8:30 a.m.-4:30 p.m.

Learning Center at Nebraska City, Room 101, 819 Central Ave.
\$219 • Instructor: SKILZ

Electrical Troubleshooting

Prerequisite: Electrical Fundamentals (ELEC-6075) and Motor Controls & Relay Logic (ELEC-6076) or equivalent

In this 24-hour workshop, participants will use training equipment with industry standard devices to improve their electrical troubleshooting skills. Course includes proven tips and techniques for experts and beginners.

(2.4 CEUs)



See reverse side for information on the Job Enhancement Scholarship (funding provided by the Nebraska City Community Foundation)!

Tues., Wed. & Thurs., March 13-15, 2018 • 8 a.m.-5 p.m.

Learning Center at Nebraska City, Room 103, 819 Central Ave.
\$629 • Instructor: Aden

Turning Stress into Strength



With meetings eating 30 hours or more a month of the average manager's time, and a constant stream of interruptions, it's no wonder most leaders find themselves adrift on a sea of stress. This fast-paced program offers real-world strategies and tactics for facilitating

meetings that get results, making the most of every minute, and reducing the harmful effects of stress on our minds and bodies. Specifically, we'll show you how to free yourself by learning to manage your energy and not your time, ensure that the most important things at work and at home get done every day and make stress work for you rather than against you.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.

See reverse side for information on the Job Enhancement Scholarship (funding provided by the Nebraska City Community Foundation)!

Fri., March 16, 2018 • 1-5 p.m.

Learning Center at Nebraska City, Room 101, 819 Central Ave.
\$139 • Instructor: SKILZ

Check out all classes offered at www.southeast.edu/NebraskaCityLC

Find us on Facebook at www.facebook.com/SCCLearningCenters

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

NEW! 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?



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

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



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

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

Complete this form with payment information and send via FAX or mail to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 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.

PLEASE PRINT

Southeast community college

2018 QUARTER

SUMMER WINTER
 FALL SPRING

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	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"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	
Home Phone							

Please Check: **Online Selling** Jan. 17 • \$49 AREA-0145-NCWA
 Building the Team You Want Feb. 9 • \$219 BSAD-7739-NCWA

Electrical Troubleshooting March 13-15 • \$629 ELEC-6548-NCWA

Turning Stress into Strength March 16 • \$139 BSAD-7041-NCWA

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 joto@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.

“Southeast community college

Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703

** 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.*