



Professional Development



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.

This class is offered via distance technology from York. SCC staff tuition waiver does not apply.

| | | | | |
|---------|---|----------------|------------------------|---------|
| April 1 | M | 5:30-8:30 p.m. | Falls City, FCLC, Main | Robison |
| \$49 | | BSAD-7292-FCSA | Keyword: Grant | |

Introduction to Marketing Skills

Hands-on introduction to basic-to-moderate marketing skills and tools. Aimed to help small businesses, online endeavors and personal branding to cultivate a following and make an impact in their respective markets. This course is designed to help you flush-out your large idea(s), make them tangible and develop an immediate action plan. We will cover social media, blogging, online videos, email marketing, community strategy, target markets, images, copy writing, and more.

This class is offered via distance technology from York. SCC staff tuition waiver does not apply.

| | | | | |
|--------|---|----------------|------------------------|-------|
| June 3 | M | 6-9 p.m. | Falls City, FCLC, Main | Roush |
| \$49 | | BSAD-7293-FCSA | Keyword: Marketing | |

Business Plan Basics

Your boss wants you to work on a business plan to expand the business. Or, you want to start your own business. Wherever you are, this class is one you need. Learn how to take your business idea and write up a complete business plan ready to present. Discussion will include topics like identifying your product and customers, marketing your business, identifying your start up and ongoing costs, how to obtain funding, and putting it all in a final business plan.

This class is offered via distance technology from York. SCC staff tuition waiver does not apply.

| | | | | |
|--------|----|----------------|------------------------|--------|
| May 30 | Th | 6-9 p.m. | Falls City, FCLC, Main | Hurley |
| \$49 | | BSAD-7309-FCSA | Keyword: Business | |

FREE TRAINING

For information on financial assistance options, visit www.southeast.edu/cefinaid

Location Key

FCLC..... Learning Center at Falls City, Lower Level, 116 W. 19th St., Falls City

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook® at www.facebook.com/SCCLearningCenteratFallsCity

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or hcarr@southeast.edu



REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- Search for your class** by entering 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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 online. A student's Social Security number information constitutes an "educational record" under FERPA.

OR REGISTER BY MAIL, FAX OR IN PERSON



REGISTRATION FORM - NON-CREDIT COURSE

Southeast Community College

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.

PLEASE PRINT

Today's Date ___/___/___

| | | | | | | |
|---|---|---|------------|---|---|----------------|
| 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 | |
| Gender: <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 (must be included) Cash (must be included)

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

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 Street Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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

| | |
|----------------------------|-------|
| FOR OFFICE USE ONLY | |
| ID# | _____ |
| DE | _____ |

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