

## Explore

Winter 2020

### DNA Tells a Story

Whether you've taken a DNA test or are considering one, DNA can help you with your genealogy when the paper trail ends. Learn more about how genetic genealogy can enhance traditional research methods, solve family mysteries and take you on the next steps in your genealogical journey. When a lack of records or uncertainty about ancestral lineage has you stumped, DNA always tells the truth. DNA testing is the tool that belongs in every genealogist's toolkit.

NOTE: Both sections are live-streamed from Plattsmouth.

**Keyword: DNA**

Feb. 18 NE City, NCLC, 102	T Callahan	10:30 a.m.-Noon AREA-6361-NCSA	\$19
March 19 NE City, NCLC, 102	Th Callahan	6:30-8:30 p.m. AREA-6361-NCSA	\$19

### NEW! College Tuition Planning

It's college application time! Preparing for this journey should be fun, but then there is the financial reality. Discover the various ways to plan a pay for college. Gain an understanding of current college cost, future trends and discuss strategies on how to pay for college by exploring various types of accounts available in the market to use to save for college. Discussion of the financial aid application will be included.

NOTE: Class is live-streamed from York.

**Keyword: Tuition**

Jan. 16 NE City, NCLC	Th Rauert	6-9 p.m. AREA-7078-NCSA	\$39
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### Introduction to Podcasting

If you are interested in podcasting as a marketing tool for you or your business, join us for this information-packed class. Discussion will include the mechanics behind the finished product (recording, editing, up/down loading, etc.), establishing an idea/approach, and boosting your brand with relevant content to drive your audience to subscribe.

NOTE: Class is live-streamed from York.

**Keyword: Podcasting**

Jan. 30 NE City, NCLC, 102	Th Roush	6-9 p.m. AREA-1405-NCSA	\$39
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### NUEVO! Fundamentos de la Computadora Español (Computer Basics Spanish)

A través de la experiencia práctica, aprenderá a utilizar las teclas de función, el ratón y el teclado numérico. Comience a aprender la terminología informática necesaria en el siglo XXI. Practique la apertura, el cierre, el guardado y la eliminación de archivos y carpetas.

Este taller será presentado en asociación con el programa REAP del Centro de Asuntos Rurales y financiado en parte por la Administración de Pequeñas Empresas de los Estados Unidos. Este servicio se extiende al público sobre una base no discriminatoria y las adaptaciones razonables para, aquellos que lo necesiten, se harán si se solicita con antelación.

**Keyword: Computadora**

Marzo 2-23 NE City, NCLC, 104	M	5:30-8:30 p.m. AREA-1300-NCSA	\$69
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### NEW! Introductory QuickBooks Online

This online version of QuickBooks is for small business owners wanting to learn to utilize the software for tracking of their income and expenses. Business owners will learn how to set up company files; create customers; vendors; create invoices; run reports; and utilize the banking features.

This workshop will be presented in partnership with the Center for Rural Affairs' REAP program and funded in part by the U.S. Small Business Administration. This service is extended to the public on a nondiscriminatory basis and reasonable accommodations for, those in need, will be made if requested in advance.

**Keyword: QuickBooks**

Feb. 10 NE City, NCLC, 102	M Aue	1-4 p.m. ACCT-3000-NCSA	\$59
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### NEW! Meet, Eat & Learn: The Wellbeing of Sleep

Discover how sleep is related to both your mental and physical well-being. Good sleep can decrease stress, improve mood, enhance concentration and keep chronic illness at bay.

Learn more from Nikki Lightner, LIMHP, LADC, Wellness Specialist at Bryan Health. A light lunch is included!

**Keyword: Sleep**

Jan. 29 NE City, NCLC, 101	W Lightner	11:30 a.m.-12:30 p.m. AREA-6671-NCSA	\$10
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### NEW! Acrylic Painting: Castle on the Island

This painting is impressive and fun to paint. You will be amazed at what you can do!

Supplies purchased in class (cash or check) for \$25 payable to instructor.

**Keyword: Acrylic**

Feb. 15 NE City, NCLC, 101	S Cassel	9 a.m.-Noon. AREA-7708-NCSA	\$24
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### Location Key

NE City, NCLC.....Learning Center at Nebraska City, 819 Central Ave.

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

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

**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.



# 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

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](http://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"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <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).

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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)

