LinkedIn® for Business: Basic
If Facebook® is the place to check in with family and friends, LinkedIn® is the place to network with customers, expand your business network, and job hunt. We'll cover the basics of LinkedIn® and learn the terminology, as well as how to get more out of LinkedIn®.
LinkedIn® account and login information required.

Adobe Spark
Prerequisite: Windows Operating System and internet experience
Create branded webstories, animated videos, and social graphics with Adobe Spark. This class will help you get started to create, edit and share visual stories from any device.

Canva
Prerequisite: Windows Operating System and internet experience
Learn to use Canva's drag and drop feature and professional layouts to design stunning graphics. The tools can be used for both Web and print media design. No design skills necessary!

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.

Using Social Media in Business
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

Marketing Your Business on the Internet
In this hands-on course, you'll discover proven methods for establishing an Internet presence and building a brand identity. You’ll learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

Social Media for Business Certificate
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

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.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2780 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. A DA 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.
### OR REGISTER ONLINE

You must have an email account to register online.

2. **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
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**.

*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**

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.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: First</th>
<th>Last</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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<tr>
<td>Email Address</td>
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I identify as:  
- Male  
- Female  
- Non-Resident  
- Nebraska Resident  
- Hispanic or Latino  
- Not Hispanic or Latino  
- Race (Select one or more):  
  - White  
  - American Indian/Alaska Native  
  - Native Hawaiian/Other Pacific Islander  
  - Black/African-American  
  - Asian  
  - Native American  
  - Latino  
  - Black/African-American  
  - Native Hawaiian/Other Pacific Islander  
  - Hispanic or Latino  
  - Not Hispanic or Latino  
  - Race (Select one or more):  
    - White  
    - American Indian/Alaska Native  
    - Native Hawaiian/Other Pacific Islander  
    - Black/African-American  
    - Asian  
    - Native American  
    - Latino  
    - Female  
    - Male

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<th>TITLE</th>
<th>START DATE</th>
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**Total Due**  
**$**

**Would you like a receipt mailed to you?**  
- Yes  
- No

**SCC Staff Tuition Waiver**  
( )

**S.C.C. Student ID Number**

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**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.

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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**