NEW! Zoom: Everyone is Doing It!
Learn why Zoom is being used by millions to hold one to one meetings or group conversations! Zoom provides a fun and easy way to connect with family, friends or colleagues with the click of a button. You can see them and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

Let’s Do Lunch: Zoom Basic
You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 12 &amp; 19</td>
<td>M, 6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Meyer, AREA-0934-TCFA</td>
<td>Zoom $39</td>
</tr>
<tr>
<td>Nov. 9 &amp; 16</td>
<td>M, 6-8 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Meyer, AREA-0934-TCFA</td>
<td>Zoom $39</td>
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Let’s Do Lunch: Host a Meeting on Zoom
Collaborate with your team virtually and learn how to Host a meeting on Zoom.

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<tbody>
<tr>
<td>Oct. 12</td>
<td>Th, Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Siefkes, AREA-6665-TCFA</td>
<td>Lunch $10</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Th, Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Siefkes, AREA-6665-TCFA</td>
<td>Lunch $10</td>
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NEW! Let’s Do Lunch: Video Chatting
Can’t meet with family over the holidays? Find out ways to connect virtually.

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Dec. 3</td>
<td>Th, Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Meyer, AREA-6665-TCFD</td>
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</tbody>
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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®.

<table>
<thead>
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<th>Location</th>
<th>Instructor</th>
<th>Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 20</td>
<td>Th, 1-4 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Siefkes, BSAD-6499-TCFD</td>
<td>LinkedIn $59</td>
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<tr>
<td>Oct. 21</td>
<td>W, 9 a.m.-Noon</td>
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<td>Siefkes, BSAD-6499-TCFB</td>
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<tr>
<td>Nov. 12</td>
<td>Th, 1-4 p.m.</td>
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</tr>
<tr>
<td>Nov. 17</td>
<td>T, 9 a.m.-Noon</td>
<td>LIVE Online, Zoom</td>
<td>Siefkes, BSAD-6499-TCFB</td>
<td>LinkedIn $59</td>
</tr>
</tbody>
</table>

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.

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<tr>
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<td>M, 6-9 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>Roush, AREA-1405-TCFA</td>
<td>Podcasting $39</td>
</tr>
</tbody>
</table>

Location Key
Falls City, FCLC................................................... Learning Center at Falls City, 3200 Bill Schock Blvd.

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-427-7701 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.

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.

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/studenthandbook](http://www.southeast.edu/studenthandbook) for additional information.

---

**Social Security Number OR SCC Student ID Number**

**Birth Date**

**Name: Last**

**First**

**Middle Initial**

**City**

**State**

**Zip**

**County #**

**Email Address**

**Cell Phone**

**Home**

**Business Phone**

---

**Residence Mailing Address**

**Email Address**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**

- White
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- 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 ___/___/____

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.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.