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.

Oct. 20
LIVE Online, Zoom
T
Siefkes
1-4 p.m.
BSAD-6499-TCFA
$59

Oct. 21
LIVE Online, Zoom
W
Siefkes
9 a.m.-Noon
BSAD-6499-TCFB
$59

Nov. 12
LIVE Online, Zoom
Th
Siefkes
1-4 p.m.
BSAD-6499-TCFC
$59

Nov. 17
LIVE Online, Zoom
T
Siefkes
9 a.m.-Noon
BSAD-6499-TCFD
$59

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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.

Oct. 12
LIVE Online, Zoom
M
Roush
6-9 p.m.
AREA-1405-TCFA
$39

NEW! Let’s Do Lunch Series
You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Let’s Do Lunch: Zoom Basic
Oct. 1
LIVE Online, Zoom
Th
Noon-1 p.m.
AREA-6665-TCFB
$10

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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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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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.
Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.
Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.

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

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2760 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.
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.

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.

Social Security Number OR SCC Student ID Number
Birth Date Name: Last First Middle Initial
State Zip County #
City Email Address Cell Phone
Residence Mailing Address
Email Address Cell Phone

I identify as: Male Female
Residential Resident Non-Resident
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
Hispanic or Not Hispanic

**course number**
TITLE
START DATE
COST
$  
$  
$  
$  
$  
$  
$  
$  
$  

**signature**

Would you like a receipt mailed to you?
Yes No

SCC Staff Tuition Waiver

TOTAL DUE

**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.

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 all policies and requirements; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my written request; 3) any changes of name, address, residence, 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. Requests concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Disability, SCC, Area Office, 301 S. 68th St. Place, Lincoln, NE 68510; another SCC fax number. Only use the fax number listed or verify with SCC before using another SCC fax number.

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing