Speechcraft
Develop your public speaking ability and gain experience, knowledge, and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

Speechcraft
Jan. 15-Feb. 19 F 7-8:30 a.m.
Beatrice, BECH
BBB-1985-BESA

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, you need this class. Learn how to take your business idea and develop 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.

SCC staff tuition waiver does not apply.

Business Plan Basics
Feb. 17 W 6-9 p.m.
LIVE Online, Zoom
Hurlrey
BSAD-7309-TCSA

Introduction to Marketing Skills
This is a 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 flesh 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.

SCC staff tuition waiver does not apply.

Introduction to Marketing Skills
Jan. 11 M 6-9 p.m.
LIVE Online, Zoom
Roush
BSAD-7293-TCSA

Publish Your Writing
If you want to make a living as a writer, you need to treat it as a business. This includes your public persona, use of a pen name, etiquette, social media, managing time, discipline of writing, covers and editing, and genre/niche analysis. Discussion of querying agents and publishers will be included.

SCC staff tuition waiver does not apply.

Publish Your Writing
Feb. 10 W 10 a.m.-Noon
LIVE Online, Zoom
Callahan
AREA-0146-TCSA

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.
NEW! Personal & Professional Refocus
With many stressors competing for our time, life can seem overwhelming. In the buzz of work, family, physical distancing, protecting our health, and caring for others, we can lose our center. Mindfulness is not just meditation or yoga, it is a way of being in the world. In this workshop, learn about and practice modern-day mindfulness by exploring a grounding technique, best practices and everyday applications. Come away with a clearer directive for the days that lie ahead.

Jan. 26-Feb. 9 T 10-11:30 a.m. $99
LIVE Online, Zoom Post
Registration Deadline: Jan. 22 BSAD-3033-TCSC
March 25-April 8 Th 10-11:30 a.m. $99
LIVE Online, Zoom Post
Registration Deadline: March 23 BSAD-3033-TCSB

Food Protection Manager Online Class
This class is accepted by the Lincoln Lancaster County Health Department for the sanitation training needed to obtain a Food Protection Manager permit.

Students receive their assignments online through SCC’s online learning platform. Upon completion of each reading assignment, students will complete an online quiz. A minimum grade of 80% is required on each quiz to qualify the student to take the final ServSafe exam.

The ServSafe exam is taken online in the SCC Testing Center in Beatrice or Lincoln or at the Learning Center at Hebron or Nebraska City.

Students need: computer with high-speed internet connection, working knowledge of computer and internet experience. Please note: You cannot access the course using an iPad or Android tablet. There is a six-hour waiting period between online registration for the class and class access.

You may register at any time for this class. After you register online, purchase the book “ServSafe Manager” at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. For registration and log-in information, go to http://bit.ly/sccfoodprotectionmanager.

To register and pay, go to http://bit.ly/RegisterCE.

Grant Funding
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.

March 22 LIVE Online, Zoom M 6-9 p.m. $49
SENO D BSAD-7292-TCSA

Let’s Do Lunch Series
Spend your lunch hour learning something new! Check out this series featuring something for everyone!

LDL: Basic Zoom
Learn how to use Zoom.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Jan. 27 W Noon-1 p.m. $10
LIVE Online, Zoom
POST
Registration Deadline: Jan. 22
BSAD-6665-TCSB

LDL: How to Host a Meeting on Zoom
Collaborate with your team virtually and learn how to Host a meeting on Zoom.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Feb. 10 W Noon-1 p.m. $10
LIVE Online, Zoom
POST
Registration Deadline: Feb. 3
BSAD-6665-TCSB

NEW! LDL: Exploring Apps (Workplace Skills)
Boost your workplace skills by exploring applications on your smartphone/tablet.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Feb. 24 W Noon-1 p.m. $10
LIVE Online, Zoom
POST
Registration Deadline: Feb. 17
BSAD-6665-TCSB

We’re Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19

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

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###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.**

**Today’s Date**

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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**Residence Mailing Address**

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<th>Email Address</th>
<th>Cell Phone</th>
<th>Home</th>
<th>Business Phone</th>
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**I identify as:**

- Male
- Female
- White
- Black/African-American
- Hispanic or Latino
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Latino
- Other

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

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

- White
- Black/African-American
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Asian
- Other

**Residency:**

- Nebraska Resident
- Non-Resident

**Fees:**

- Tuition
- Other

**COURSE NUMBER**

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<th>TITLE</th>
<th>START DATE</th>
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**TOTAL DUE**

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<th>SCC Staff Tuition Waiver</th>
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**Would you like a receipt mailed to you?**

- Yes
- No

**Payment Type**

- 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.

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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