Social Media for Business

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 log-in information required.

**Keyword: LinkedIn**

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NEW! Blogging for Beginners
Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

**Keyword: Blogging**

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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. We will cover social media, blogging, online videos, email marketing, community strategy, target markets, images, copy writing, and more.

**Keyword: Marketing**

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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/sccceonlinecourses](https://bit.ly/sccceonlinecourses).

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

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2793 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.

We’re Keeping You Safe
For COVID-19 updates, visit [www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)
**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**

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

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

**Birth Date** | **Name: Last** | **State** | **Zip** | **County #**
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**Residence Mailing Address**

**Email Address**

**Cell Phone**

**Ethnicity (select one):**
- Q Hispanic or Latino
- Q Not Hispanic or Latino

**Race (Select one or more):**
- Q White
- Q Asian
- Q American Indian/Alaska Native
- Q Native Hawaiian/Other Pacific Islander
- Q Black/African-American

**COURSE NUMBER** | **TITLE** | **START DATE** | **COST** | **TOTAL DUE** | **FOR OFFICE USE ONLY**
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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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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 this form, and 3) the Institute is solely responsible for the refund policy. The signature below certifies that the information contained herein is correct as stated, and to any changes in SSN, legal 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/Diversity, SCC Area Office, 301 S. 68th St, Lincoln, NE 68510, or jsoto@southeast.edu.

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