Facebook© is for You
Get face to face with Facebook©. Learn all the neat things this popular social media site can do. Surprise your children, grandchildren and friends with your newfound knowledge. Connect with relatives, friends and even high school and college classmates. Spruce up your profile with information and pictures, all while learning to use Facebook© safely.

You will need an email address to set up a Facebook© account.

Jan. 20
LIVE Online, Zoom
6-9 p.m.
AREA-1501-TCSA
$29

Facebook© I Tips & Tricks
This class is designed for anyone who is interested in Facebook© and all of its features. Come and explore this interesting social networking tool.

NOTE: This is a personal Facebook© class, not a business focus. Very important: Bring your Facebook© account and password information or mobile device that you can use to reset your password.

Jan. 19
LIVE Online, Zoom
T
Warga
Noon-2 p.m.
AREA-1386-TCSA
$24

Feb. 19
LIVE Online, Zoom
F
Warga
Noon-2 p.m.
AREA-1386-TCSB
$24

March 8
LIVE Online, Zoom
M
Warga
7-9 p.m.
AREA-1386-TCSC
$24

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.

Jan. 11
LIVE Online, Zoom
M
Rush
6-9 p.m.
AREA-6743-TCSA
$39

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.

Jan. 5
LIVE Online, Zoom
T
Siefkes
1-4 p.m.
BSAD-6499-TCSA
$59

Feb. 10
LIVE Online, Zoom
W
Siefkes
9 a.m.-Noon
BSAD-6499-TCSB
$59

March 25
LIVE Online, Zoom
Th
Siefkes
1-4 p.m.
BSAD-6499-TCSC
$59

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.

Jan. 11
LIVE Online, Zoom
M
Rush
6-9 p.m.
BSAD-7293-TCSA
$49

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.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
### NEW! Finding Your Ancestors: Social Media

Learn how to share your research and collaborate with others on social media (Facebook®, Pinterest, Cyndi’s List).

**Keyword: FYA**

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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>March 9</td>
<td>7-8 p.m.</td>
<td>Repouille</td>
<td>$15</td>
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### 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.

**Keyword: Writing**

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<tr>
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### Register Today!

**LETS 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.

**Keyword: Zoom**

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<th>Date</th>
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<tr>
<td>Jan. 27</td>
<td>Noon-1 p.m.</td>
<td>AREA-6665-TCSB</td>
<td>$10</td>
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</table>

#### 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.

**Keyword: Zoom**

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</table>

#### LDL: Video Chatting with Family & Friends

Can’t meet with family over the holidays? Find out ways to connect virtually.

Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

**Keyword: Video**

<table>
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<td>Noon-1 p.m.</td>
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For more information, contact us at 800-828-0072 or continuinged@southeast.edu

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**CANCELLATION/REFUND POLICY:** You must call the Continuing Education office at 402-437-2700 or 800-808-0072 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.

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**Check all classes offered at [www.southeast.edu/continuing](http://www.southeast.edu/continuing)**

Find us on Facebook® at [www.facebook.com/SCCNebCE](http://www.facebook.com/SCCNebCE)

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**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.

**PLEASE PRINT**

Social Security Number OR SCC Student ID Number: ________________________________

Birth Date: ___________________________  Name: ____________________________

Residence Mailing Address: ___________________________  City: ____________________

Email Address: ___________________________  Cell Phone: _______________________

Identification as:  Male [ ]  Female [ ]

Nebraska Resident [ ]  Non-Resident [ ]

Ethnicity (select one):  Hispanic or Latino [ ]  Not Hispanic or Latino [ ]

Race (Select one or more):  White [ ]  Asian [ ]

Native Hawaiian/Other Pacific Islander [ ]  Black/African-American [ ]

**Course Number**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<th>COST</th>
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<td>$19</td>
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<td><a href="#">Keyword: FYA</a></td>
<td>7-8 p.m.</td>
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<td><a href="#">Keyword: Zoom</a></td>
<td>Noon-1 p.m.</td>
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<td>AREA-6665-TCSC</td>
<td><a href="#">Keyword: Zoom</a></td>
<td>Noon-1 p.m.</td>
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<td><a href="#">Keyword: Video</a></td>
<td>Noon-1 p.m.</td>
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</tbody>
</table>

**Signature**

_________________________________________________

**Would you like a receipt mailed to you?**

[ ] Yes  [ ] No

SCC Staff Tailor Waiver: ( )

**Today’s Date**

[ ] Check  [ ] Cash  [ ] Mastercard  [ ] DISCOVER  [ ] VISA  [ ] AMEX  [ ] V Code ______

Name as it appears on card: ________________________________

Exp. Date: _________  CC #: ________________________________

Billing agency: (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For 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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[SCC Staff Tailor Waiver](#)
You must have an email account to register online.


2. **Search for your class** by entering either 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**.

6. If you want to register for additional classes, select **Search for more classes** under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.

7. Enter your **payment information**. Click **Submit**.

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.

* The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under FERPA.