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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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Course Code</th>
<th>Course Fee</th>
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<tr>
<td>March 8</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Roush</td>
<td>AREA-6743-TCSA</td>
<td>$39</td>
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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.

**Keyword: Business**

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<td>6-9 p.m.</td>
<td>Hurley</td>
<td>BSAD-7299-TCSA</td>
<td>$49</td>
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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. 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.

**Keyword: Marketing**

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<td>6-9 p.m.</td>
<td>Roush</td>
<td>BSAD-7299-TCSA</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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<th>Instructor</th>
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<td>W</td>
<td>10 a.m.-Noon</td>
<td>Callahan</td>
<td>AREA-0146-TCSA</td>
<td>$19</td>
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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.

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

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.
Falcons City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.
Keyword: Zoom
Jan. 27 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-TCSB

LDL: How to Host a Meeting on Zoom
Collaborate with your team virtually and learn how to Host a meeting on Zoom.
Falcons City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.
Keyword: Zoom
Feb. 10 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-TCSC

NEW! LDL: Exploring Apps (Workplace Skills)
Boost your workplace skills by exploring applications on your smartphone/tablet.
Falcons City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.
Keyword: Exploring
Feb. 24 W Noon-1 p.m. $10
LIVE Online, Zoom AREA-6665-TCSD

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.

Keyword: Grant
March 22 M 6-9 p.m. $49
LIVE Online, Zoom SENOD BSAD-7290-TCSA

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

C ancellation/Refund Policy: You must call the Continuing Education office at 402-437-2760 or 800-628-0072 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.

New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical
Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing

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


www.ed2go.com/sccne
**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

**Registration Form - Non-Credit Course**

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

**COURSE NUMBER** | **TITLE** | **START DATE** | **COST**
--- | --- | --- | ---

Social Security Number OR SCC Student ID Number

Birth Date | Name: Last | State | Zip | County |
--- | --- | --- | --- | ---

Residence Mailing Address | City | Cell Phone |
--- | --- | ---

Email Address | Cell Phone |
--- | ---

Ethnicity (select one):

- Hispanic or Latino
- Not Hispanic or Latino

Race (Select one or more):

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

I identify as:

- Male
- Female
- Nebraska Resident
- Non-Resident

Would you like a receipt mailed to you?

Yes | No

**TOTAL DUE**

**SCC Staff Tuition Waiver**

Today's Date

Name as it appears on card: _____________________________

Card Type: Check | Cash | Mastercard | AMEX | Discover | VISA | V Code

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.

---

**Signatures**

Check | Cash | Mastercard | American Express | 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.

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