

Social Media

Winter 2021

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.

Keyword: Facebook

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

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.

Keyword: Facebook

Jan. 19	T	Noon-2 p.m.	\$24
LIVE Online, Zoom	Warga	AREA-1386-TCSA	
Feb. 19	F	Noon-2 p.m.	\$24
LIVE Online, Zoom	Warga	AREA-1386-TCSB	
March 8	M	7-9 p.m.	\$24
LIVE Online, Zoom	Warga	AREA-1386-TCSC	



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

March 8	M	6-9 p.m.	\$39
LIVE Online, Zoom	Roush	AREA-6743-TCSA	



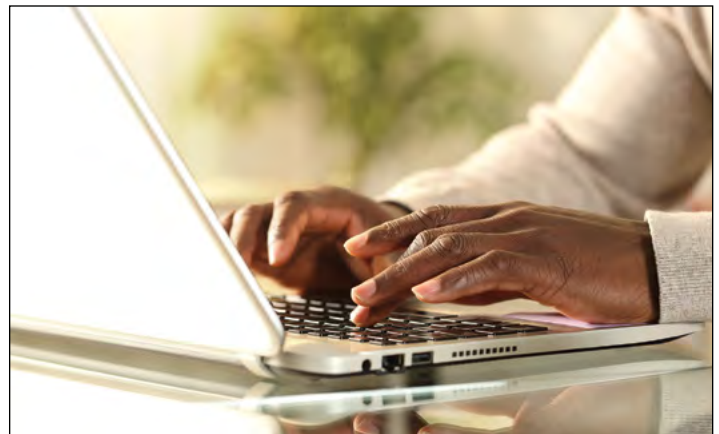
LinkedIn® for Business: Basic

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

Jan. 5	T	1-4 p.m.	\$59
LIVE Online, Zoom	Siefkes	BSAD-6499-TCSA	
Feb. 10	W	9 a.m.-Noon	\$59
LIVE Online, Zoom	Siefkes	BSAD-6499-TCSB	
March 25	Th	1-4 p.m.	\$59
LIVE Online, Zoom	Siefkes	BSAD-6499-TCSC	



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

Feb. 6	S	10 a.m.-Noon	\$19
NE City, NCLC, 102	Callahan	AREA-0146-NCSA	
Feb. 10	W	10 a.m.-Noon	\$19
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/sccconlinecourses>.

Location Key

NE City, NCLC.....Learning Center at Nebraska City, 819 Central Ave.

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

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

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

March 9 T 7-8 p.m. \$15
LIVE Online Zoom Repouille AREA-5031-TCSA

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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 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.

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 AREA-6665-TCSB

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.

March 3 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCSB

Check out all classes offered at www.southeast.edu/NebraskaCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 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.



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.

PLEASE PRINT

Today's Date

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

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.

Would you like a receipt mailed to you?
 Yes No

SCC Staff Tuition Waiver ()

TOTAL DUE

FOR OFFICE USE ONLY

ID# _____
DE _____

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 my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, 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. Inquiries 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. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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.



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

* 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.