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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Roush</td>
<td>AREA-674-3-TCSA</td>
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**Keyword: Blogging**

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

$39

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.

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<tr>
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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tr>
<td>Feb. 17</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>Hurley</td>
<td>BSAD-7309-TCSA</td>
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**Keyword: Business**

Feb. 17
LIVE Online, Zoom
W Hurley
6-9 p.m.
BSAD-7309-TCSA

$49

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.

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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<td>Roush</td>
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**Keyword: Marketing**

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

$49

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.

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.


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<th>Day</th>
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<td>W</td>
<td>10 a.m.-Noon</td>
<td>Callahan</td>
<td>AREA-0146-TCSA</td>
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</table>

**Keyword: Writing**

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

$19

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

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

For more information, contact **Crystal Fangmeier** at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu
**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.

**Key word: Refocus**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tr>
<td>Jan. 26-Feb. 9</td>
<td>T</td>
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<td>LIVE Online, Zoom</td>
<td>$99</td>
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<tr>
<td>March 25-April 8</td>
<td>Th</td>
<td>10-11:30 a.m.</td>
<td>LIVE Online, Zoom</td>
<td>$99</td>
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**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.

**Key word: Protection**

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<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>Feb. 10</td>
<td>W</td>
<td>Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
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**Grant Funding**

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.

**Key word: Grant**

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<tr>
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<th>Location</th>
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<td>6-9 p.m.</td>
<td>LIVE Online, Zoom</td>
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**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.

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**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.

**Key word: Zoom**

<table>
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<th>Date</th>
<th>Days</th>
<th>Time</th>
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<td>W</td>
<td>Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>$10</td>
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</tbody>
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**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.

**Key word: Zoom**

<table>
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<th>Date</th>
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<td>W</td>
<td>Noon-1 p.m.</td>
<td>LIVE Online, Zoom</td>
<td>$10</td>
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</table>

**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.

**Key word: Exploring**

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
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**Grant Funding**

For more information, contact **Crystal Fangmeier** at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu

For COVID-19 updates, visit 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**

**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

For the protection of your personal credit card information, do not email this form to SCC. If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

---

**SURVEY**

**Registration & Financial Aid**

*Is this your first time registering with SCC?*

- [ ] Yes
- [ ] No

**Do you need to update your personal information?**

- [ ] Yes
- [ ] No

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**Billable Services**

**Textbooks**

- [ ] Yes
- [ ] No

**Tuition**

- [ ] Summer
- [ ] Fall
- [ ] Winter
- [ ] Spring

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**Financial Aid**

**Are you applying for financial aid?**

- [ ] Yes
- [ ] No

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**Payment Information**

*The college requires, 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.*

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**COURSE NUMBER**

<table>
<thead>
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<th>TITLE</th>
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<th>COST</th>
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**SIGNATURE**

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.