Enhance Your Public Speaking
One of the most valuable skills is one of the hardest. This class will fill your toolbox with the essentials of successful public speaking. Through discussion, peer reviews, and hands on experience, you will leave this class with enhanced comfort to take on your next public speaking event.

First class meets from 6-9 p.m. and second class meets from 6-8 p.m.

**Keyword: Speaking**

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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>Feb. 1-8</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>Plattsmouth, PLLC, 102</td>
<td>Hofmaster</td>
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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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<td>LIVE Online, Zoom</td>
<td>Roush</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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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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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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For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook® at www.facebook.com/SCCLearningCenteratPlattsmouth
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
LIVE Online, Zoom
Registration Deadline: Jan. 22
BSAD-3033-TCSA

March 25-April 8
LIVE Online, Zoom
Registration Deadline: March 23
BSAD-3033-TCSB

**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
LIVE Online, Zoom
SEN00
BSAD-7290-TCSA

**Let’s Do Lunch Series**

**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
LIVE Online, Zoom
Noon-1 p.m.
BSAD-3033-TCSA

**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
LIVE Online, Zoom
Noon-1 p.m.
AREA-6665-TCSC

**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.

Feb. 24
LIVE Online, Zoom
Noon-1 p.m.
AREA-6665-TCSD

**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.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

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

www.ed2go.com/sccne

**BROWSE COURSES IN**

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
**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

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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<td>American Indian/Alaska Native</td>
<td>Native Hawaiian/Other Pacific Islander</td>
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**TOTAL DUE**

Would you like a receipt mailed to you?  
[ ] Yes  [ ] No

**SCC Staff Tuition Waiver**  
[ ] ( )

**FOR OFFICE USE ONLY**

Exp. Date ______/____/____  
CC # ______

母校的学籍号 [ ]  
ID# __________________

**SIGNATURE**

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

Name as it appears on card: __________________________

Expiration 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.

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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. 3) I certify that the information contained herein is correct as stated, and 4) any changes in Ss, legal name, address, residence, etc. must follow the College procedures in the Student Handbook and College Catalog. It is in 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, ancestry, citizenship, 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. Place, Lincoln, NE 68510, or jsoto@southeast.edu.*

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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)