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
Feb. 1-8
Plattsmouth, PLLC, 102
Hofmaster
See Desc.
BSAD-7328-PLSA
$89

Let Me Share My Story with You: Writing My Memories
Have you ever thought of sharing your life story but don’t know where to begin? Get a jump start as you discover how to record events for family and friends. In a fun and supportive atmosphere, we will provide tips to help you jog your memory and discover intriguing topics to write about.
Bring pen and paper and start writing your story!
Keyword: Story
Jan. 27
LIVE Online, Zoom
W
Callahan
9 a.m.-Noon
AREA-9030-TCSA
$29
Feb. 3-24
LIVE Online, Zoom
W
Wiebold
5:30-6:30 p.m.
AREA-9032-TCSA
$29
March 9
Plattsmouth, PLLC, 101
T
Callahan
6-9 p.m.
AREA-9030-PLSA
$29

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. 10
LIVE Online, Zoom
W
Callahan
10 a.m.-Noon
AREA-0146-TCSA
$19

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
LIVE Online, Zoom
M
Roush
6-9 p.m.
AREA-0743-TCSA
$39

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.
Welcome to Medicare

The Nebraska Senior Health Insurance Information Program, a division of the Nebraska Department of Insurance, is pleased to host "Welcome to Medicare" classes. As you or a family member approach Medicare eligibility, the tasks of understanding the program can be daunting. "Welcome to Medicare" will explain the basics of the Medicare system and is being offered in person or by webinar (watch from your computer). Anyone new to Medicare or who is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

Nebraska SHIIP will cover the cost. To register, please visit www.doi.ne.gov/ship. For questions, please call 402-471-2841.

Webinar presentations are available on:

- Jan. 28 6 p.m.
- Feb. 22 6 p.m.
- March 25 5:30 p.m.

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

Jan. 26-Feb. 9 Th 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-TCSA

Gratitude, Gimmicks & Going the Extra Mile

The real joy is in the giving. In this session, you will gather ideas for showing appreciation in a unique and clever way. From care packages to quick gestures of appreciation, we will explore many options. Attendees will leave with a collection of meaningful ideas, and a lot of inspiration to positively impact others!

Key Word: Gratitude

Jan. 20 W 6-7:30 p.m. $19
LIVE Online, Zoom Van Winkle LLLX-1127-TCSA

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.

Key Word: Business

Feb. 17 W 6-9 p.m. $49
LIVE Online, Zoom Hurley BSAD-7309-TCSA

Take an Idea from Concept to Launch

Have you wondered if your idea is viable? Do you know how to evaluate your idea to determine if it is feasible? This class will provide the framework to take an idea/product to launch! Providing the structure to develop the pitch deck necessary to obtain capital will bring your idea to life.

Attendees will conduct hands-on research which will include outside classwork. Participants will not need to share their own ideas in the class, and you don’t even need one to attend.

Key Word: Idea

Jan. 26-March 2 T 7-9 p.m. $99
LIVE Online, Zoom Herz AREA-0405-TCSA

Getting Ready to Start My Business

With various unknowns this past year, businesses have had to accommodate. This course will cover establishing your brand, defining your target market and adjusting your messaging, the customer experience, implementing a Facebook strategy, setting goals, and developing a marketing plan to move forward.

Key Word: Business

Feb. 2 T 5:30-8 p.m. $29
LIVE Online, Zoom Dungan AREA-0160-TCSA

Check out all classes offered at www.southeast.edu/PlattsmouthLC

Find us on Facebook® at www.facebook.com/SCCLearningCenteratPlattsmouth

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

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.

Permission Policy: You must call the Continuing Education office at 402-427-2700 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.
**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**
<table>
<thead>
<tr>
<th>M</th>
<th>6-9 p.m.</th>
<th>BSAD-7293-TCSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>Roush</td>
<td>$49</td>
</tr>
</tbody>
</table>

**KEYWORD: Marketing**

---

**LET’S DO LUNCH SERIES**

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

**NEW! LDL: Exploring Apps (Health & Wellness)**

Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

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

**Jan. 13**
<table>
<thead>
<tr>
<th>W</th>
<th>Noon-1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>AREA-6665-TCSA</td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

**KEYWORD: Exploring**

---

**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.

**Feb. 24**
<table>
<thead>
<tr>
<th>W</th>
<th>Noon-1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>AREA-6665-TCSD</td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

**KEYWORD: Video**

---

**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**
<table>
<thead>
<tr>
<th>W</th>
<th>Noon-1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>AREA-6665-TCSB</td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

**KEYWORD: Exploring**

---

**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**
<table>
<thead>
<tr>
<th>W</th>
<th>Noon-1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>AREA-6665-TCSB</td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

**KEYWORD: Zoom**

---

**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**
<table>
<thead>
<tr>
<th>W</th>
<th>Noon-1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>AREA-6665-TCSB</td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

**KEYWORD: Zoom**

---

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.

**Check out all classes offered at**

www.southeast.edu/PlattsmouthLC

Find us on Facebook at

www.facebook.com/SCCLearningCenteratPlattsmouth

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

**Social Security Number OR SCC Student ID Number**  
**Birth Date**  
**Name: Last**  
**First**  
**Middle Initial**

<table>
<thead>
<tr>
<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Cell Phone</td>
<td>Home</td>
<td>Business Phone</td>
<td></td>
</tr>
</tbody>
</table>

### COURSE NUMBER  
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**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.

### 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.*

### 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](http://www.southeast.edu/collegecatalog) for additional information.

**Social Security Number OR SCC Student ID Number**  
**Birth Date**  
**Name: Last**  
**First**  
**Middle Initial**

<table>
<thead>
<tr>
<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Cell Phone</td>
<td>Home</td>
<td>Business Phone</td>
<td></td>
</tr>
</tbody>
</table>

**I identify as:**  
[ ] Male  
[ ] Female  
[ ] Non-Resident  
[ ] Hispanic or Latino  
[ ] Not Hispanic or Latino  
[ ] White  
[ ] Asian  
[ ] American Indian/Alaska Native  
[ ] Native Hawaiian/Other Pacific Islander  
[ ] Black/African-American

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

**SCC Staff Tuition Waiver**  
[(IDN) __________________]  
[ ] FOR OFFICE USE ONLY

**TOTAL DUE**

[ ] 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.

**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 I elect; 2) That should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form. 3) That if I elect to use SCC Online for this course, I agree to the terms and conditions of the Student Success Agreement posted on the SCC website at southeast.edu/continuing. 4) That the information provided herein is correct and complete, and to 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 admissions, 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. 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.

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)  
**Today's Date**  
__/__/___