

Personal Development

Oct.-Dec. 2019

Effortlessly Manage Paperwork in 10 Minutes a Week

Do you have endless piles of paperwork and need to find a solution? Find out the five items you need to set up a successful filing system and learn the three steps for processing paperwork and tasks. Plus tips for reducing paperwork and a take home retention schedule for common documents. Now is the perfect time to organize your files to be ready for taxes next year!

Keyword: Paperwork

Oct. 21	M	6-7:30 p.m.	\$25
Lincoln, CEC, 404		Watkins	LLLX-0356-CEFA

NEW! Prepare to Care

When it comes to caring for your loved ones, most families don't have a plan or even thought about what to do until a problem or crisis happens. Find out what YOU need to know to provide the best care for your loved one and/or to provide vital information for your children to assist you should that need arise. Practical, useful and valuable information will be shared in class. Taking this class may be the best gift you give yourself or your kids.

Couples: Please complete a registration form for both participants.

Keyword: Care

Individuals			
Oct. 16	W	6-9 p.m.	\$19/person
Lincoln, CEC, 401		Frese	LLLX-0830-CEFA
Couples			
Oct. 16	W	6-9 p.m.	\$29/couple
Lincoln, CEC, 401		Frese	LLLX-0830-CEFB

Self-Publish Your Book

Discover the step-by-step process using a Word template that will allow you to publish your book on Amazon.com as an eBook or a print book. We will discuss options and decisions you will need to make in publishing your book. You will get started on Twitter and set up a blog to help publicize your book. We provide you with helpful hints.

You will need basic knowledge of Microsoft Word software and access to an email account.

Keyword: Publish

Oct. 10-31	Th	6:30-8:30 p.m.	\$69
Lincoln, CEC, 407		Suhr	LLLX-1413-CEFA

NEW! Downsizing: Keep, Sell or Donate

Tom Bassett, antique appraiser and former auctioneer shares his decades of experience helping people downsize and handle personal property in an estate. You will learn the right and wrong way to approach decision making in the downsizing process. A fun and informative interactive class.

Keyword: Downsizing

Oct. 17	Th	6:30-8:30 p.m.	\$29
Lincoln, CEC, 406		Bassett	LLLX-0109-CEFA

Creative Conflict Resolution to Transform Lives

Join us for a unique learning experience, sponsored by Alternative to Violence Project Inc., as you discover the transforming power that each of us has within ourselves to change the outcome of a conflict from a negative result and turn it around to a peaceful solution. This is a life-changing workshop for many past participants.

Meals provided. General meeting times are Friday evening, Saturday and Sunday. Students will be contacted with specific hours.

Keyword: Conflict

Nov. 15-17	F, S, U	See Desc.	\$29
Lincoln, LFMH			LLLX-1440-OCFB

NEW! Forest Bathing

Forest Bathing, or Shinrin-yoku, is the Japanese practice of going to the forest to receive mental and physical healing. It has been shown to reduce anger, anxiety, depression, and sleeplessness. Forest plants emit essential wood oils and airborne chemicals to protect themselves from insects and decay. These aromas benefit humans as well. Join us to participate in gently guided activities that engage your five senses and connect you to the energy of the natural world.

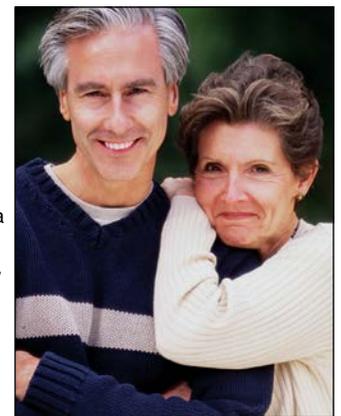
This is not a hike.

Keyword: Forest

Oct. 5	S	1:30-3 p.m.	\$19
Lincoln, PPNP		Butler	LLLX-1342-OCFA

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 is a family member/caregiver of an individual approaching Medicare eligibility is invited to attend.

Nebraska SHIIP will cover the cost.

To register for in-person or webinar presentations, please visit www.doi.ne.gov/shiip. For questions, please call 402-471-2841.

In-person presentations are available on:

Oct. 7	M	6-8 p.m.	Lincoln, CEC, Aud
Dec. 10	T	6-8 p.m.	Lincoln, CEC, Aud

Webinar presentations are available on:

Oct. 29	T	6 p.m.	
Nov. 19	Th	6 p.m.	
Dec. 19	Th	6 p.m.	

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place
 Lincoln, LFMH Lincoln Friends Meeting House, 3319 S. 46th St.
 Lincoln, PPNP Prairie Pines Nature Preserve, 112th & Adams

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

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

For more information, contact us at 800-828-0072 or continuing@southeast.edu.

Medicare Annual Enrollment

From year to year, Medicare Part D plans and Medicare Advantage plans can change drastically. Plans can change their premiums, copays, and the drugs covered. This means that the plan you have this year may not be the best for you next year.

Trained Medicare counselors available at each enrollment event to help you review your Part D and Medicare Advantage plan coverage for 2020. Bring your red, white and blue Medicare card and your list of prescription medications. Nebraska SHIIP will cover cost.

To schedule an appointment:

- In Plattsmouth, call the Volunteering Assisting Seniors at 402-444-6617
- For all other locations, call SHIIP at 402-471-2841.

Oct. 16	W	9 a.m.-3 p.m.	Lincoln, CEC, 403
Oct. 30	W	9 a.m.-3 p.m.	Lincoln, CEC, 403
Nov. 13	W	9 a.m.-3 p.m.	Lincoln, CEC, 403
Dec. 4	W	9 a.m.-3 p.m.	Lincoln, CEC, 403

Hypnosis for Weight Loss

Are you feeling frustrated about your weight? Curious about hypnosis but not sure if it's for you? This workshop is taught by a professional hypnotist and certified exercise instructor. Learn how the mind works, what hypnosis can and cannot do, the power of suggestion, and how to deal with resistance.

Class will practice hypnosis as a group and will create personalized suggestions.

Keyword: Hypnosis

Oct. 24	Th	6-8 p.m.	\$29
Lincoln, CEC, 403	Karas	LLLX-2114-CEFA	

Driver Education Instructor Training



Prerequisite: Must be at least 21 years of age, have a high school diploma or equivalent, valid operator's license held in state of

residence for two consecutive years, clean driving record (For the prior five years, the instructor candidate must have no violation on record for which five or more points might be assessed. This includes probation or other situations in which no points were actually assessed for the violation. You must have no suspensions or revocations on record within the last five years, including no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. DMV Title 247.)

This is a DMV-approved course for the certification of instructor to teach driver education in a non-credit format. Focus is on fundamental driver education, curriculum development and presentation skills. The intent of this class is for those individuals that want to teach outside the K-12 system.

Keyword: Driver

Aug. 19-Sept. 30	Online	\$425
		TRAN-3393-HBUA
Oct. 14-Nov. 25	Online	\$425
		TRAN-3393-HBFA

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place

Uechi Ryu Karate Do

Uechi-ryu is a classical Chinese Okinawan style of self-defense, which stresses a balance between mind, body and technique. The classes involve warm-up techniques to enhance good health, exercises to strengthen movement, stretching to improve flexibility, and basic to advanced self-defense strategies.

Wear comfortable clothes.

Keyword: Karate

Oct. 2-Nov. 6	W	6-8 p.m.	\$69
Lincoln, CEC, 304	Lamb	LLLX-0303-CEFA	

Women's Self Defense

Be prepared! Class will discuss situational awareness, how to be a tough target, assessing level of threat, and knowing you are worth fighting for. Participants will learn four kicks and four hand techniques which they will practice on a padded target. We also will cover pressure points and breakaways.

This class is geared towards women, but everyone is encouraged to attend.

Keyword: Defense

Oct. 17	Th	6-8 p.m.	\$29
Lincoln, CEC, 302	Karas	LLLX-0302-CEFA	

FREE TRAINING

For information on financial assistance options, visit www.southeast.edu/cefnassist

For more information, contact us at 800-828-0072 or continuing@southeast.edu.



Registration Form - Non-Credit Course

Today's Date _____

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

PLEASE PRINT

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.

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.