Personal Development

Fall 2020

NEW! Zoom: Everyone is Doing It!
Learn why Zoom is being used by millions to hold one to one meetings or group conversations! Zoom provides a fun and easy way to connect with family, friends or colleagues with the click of a button. You can see them and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

Oct. 26-Nov. 2
Plattsmouth, PLLC, 102
M. Meyer
6-8 p.m.
AREA-0934-PLFA

Key: Zoom
$39

Oct. 9 & 16
LIVE Online, Zoom
M. Meyer
6-8 p.m.
AREA-0934-TCFA

Key: Zoom
$39

NEW! iPhone or Android?
The rivalry continues, but which one is ideal for you? Shopping for phones has changed and it’s hard to know which one is the best fit. We will cover the pros and cons of each platform so you can feel confident in your next phone purchase.

Nov. 18
LIVE Online, Zoom
W. Dauel
6:30-8:30 p.m.
AREA-6683-TCFA

Key: iPhone
$39

NEW! Let Me Share My Story with You: Writing My Memories
Have you ever thought of sharing your story but don't know where to begin? Let us help you discover how to record the events for family and friends. We will provide tips on intriguing topics to write about, tricks to jog your memory, and ways to capture stories on paper without getting bogged down.

Oct. 21-Nov. 11
LIVE Online, Zoom
W. Wiebold
5:30-6:30 p.m.
AREA-9032-TCFA

Key: Story
$29

Speechcraft
Develop your public speaking ability and gain experience, knowledge and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

Oct. 1- Nov. 5
LIVE Online, Zoom
Th
6:30-8 a.m.
SPCH-4001-TCFA

Key: Speechcraft
$39

Introduction to Podcasting
If you are interested in podcasting as a marketing tool for you or your business, join us for this information-packed class. Discussion will include the mechanics behind the finished product (recording, editing, up/down loading, etc.), establishing an idea/approach, and boosting your brand with relevant content to drive your audience to subscribe.

Oct. 12
LIVE Online, Zoom
M. Roush
6-9 p.m.
AREA-1405-TCFA

Key: Podcasting
$39

The Core of the Story
Give your readers a perfect escape by taking them on a journey. Your plot is the vehicle that brings them from point A to point B. This class will teach you how to create the roadmap your story needs, limit your loose ends and include all the expected beats and tropes in both romance and fantasy genres. Learn how to plot your character's journey.

The instructor has published works under various pen names in both romance and fantasy genres. She writes full time and is eager to share tips for writers to succeed.

Oct. 17
LIVE Online, Zoom
T. Callahan
6:30-8:30 p.m.
AREA-6700-TCFA

Key: Story
$25

Plotting Romance
Nov. 10
LIVE Online, Zoom
Callahan
6:30-8:30 p.m.
AREA-6700-TCFA

$25

Plotting Fantasy
Nov. 17
LIVE Online, Zoom
T. Callahan
6:30-8:30 p.m.
AREA-6700-TCFA

$25

Location Key
Plattsmouth, PLLC............. Learning Center at Plattsmouth, 537 Main St.
Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook® at www.facebook.com/SCCLearningCenteratPlattsmouth

Cancelation/Refund Policy: You must call the Continuing Education office at 402-477-3729 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.
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, please visit www.doi.ne.gov/shiip. For questions, please call 402-471-2841.

Webinar presentations are available on:
- July 7
- Aug. 5  W
- Sept. 10   Th

**LET’S DO LUNCH SERIES**

Bring your lunch and learn something new! Check out this new series featuring something for everyone!

Let’s Do Lunch: Zoom Basic

You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.

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

**Keywords:** Lunch

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<th>Date</th>
<th>Title</th>
<th>Start Date</th>
<th>Cost</th>
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<tr>
<td>Oct. 1</td>
<td>LIVE Online, Zoom</td>
<td>Noon-1 p.m.</td>
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**NEW! Let’s Do Lunch: Video Chatting**

Can’t meet with family over the holidays? Find out ways to connect virtually.

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

**Keywords:** Lunch

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<td>Dec. 3</td>
<td>LIVE Online, Zoom</td>
<td>Noon-1 p.m.</td>
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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](https://bit.ly/sccceonlinecourses).**

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

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**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.

**Today’s Date**

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<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last First Middle Initial</th>
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<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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<tr>
<td>Email Address</td>
<td>Cell Phone</td>
<td>Home</td>
<td>Business Phone</td>
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**Ethnicity (select one):**
- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**
- White
- Black/African-American
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- Asian
- Latino
- Hispanic or Latino
- Non-Hispanic or Latino
- Black/African-American
- Male
- Female

**I identify as:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
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**Signature**

Signature of student or person supervising student

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

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<th>FOR OFFICE USE ONLY</th>
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| TOTAL DUE |
|----------|----------|----------|
| $        | $        | $        |
Register Online for
SCC Continuing Education Classes

You must have an email account to register online.


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.

* 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.