

Personal Development

Fall 2020

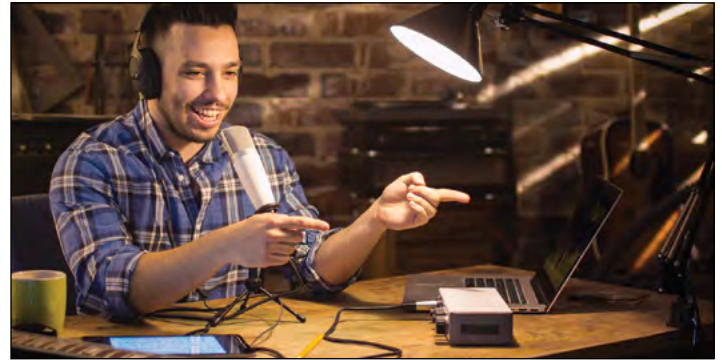
NEW! Getting Ready to Start My Business

Whether you have a small business or want to start one, this workshop will give tools for success. Topics covered include: business plan development, marketing, legal structures, product pricing, funding, financial management, HR management, and taxes.

This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration. All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance.

Keyword: Business

Sept. 29	T	5:30-8 p.m.	\$29
NE City, NCLC, 101	Alarcon-Craven	AREA-0160-NCFA	



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.



Keyword: Podcasting

Oct. 12	M	6-9 p.m.	\$39
LIVE Online, Zoom	Roush	AREA-1405-TCFA	

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.



Keyword: Story

Oct. 21-Nov. 11	W	5:30-6:30 p.m.	\$29
LIVE Online, Zoom	Wiebold	AREA-9032-TCFA	

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.

Keyword: Story

Plotting Romance

Nov. 10	T	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCFA	
Nov. 14	S	9:30-11:30 a.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCFB	

Plotting Fantasy

Nov. 17	T	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCFC	
Nov. 21	S	9:30-11:30 a.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCFD	

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.

Keyword: Speechcraft

Oct. 1-Nov. 5	Th	6:30-8 a.m.	\$39
LIVE Online, Zoom		SPCH-4001-TCFA	

Location Key

NE City, NCLC Learning Center at Nebraska City, 819 Central Ave.



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/scceonlinecourses>.

Check out all classes offered at www.southeast.edu/NebraskaCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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.



Keyword: iPhone

Nov. 18	W	6:30-8:30 p.m.	\$39
LIVE Online, Zoom	Dauel	AREA-6683-TCFA	

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	T
Aug. 5	W
Sept. 10	Th

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!



Keyword: Zoom

Nov. 9 & 16	M	6-8 p.m.	\$39
LIVE Online, Zoom	Meyer	AREA-0934-TCFA	



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Have an idea for a class that could be offered live online? Please submit your idea at <https://bit.ly/scceonlinecourses>.

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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.

Keyword: Lunch

Oct. 1	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFB	

Let's Do Lunch: 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.

Keyword: Lunch

Nov. 5	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFC	

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.

Keyword: Lunch

Dec. 3	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFD	



www.ed2go.com/scce

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<http://bit.ly/SCC-UGotClass>

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REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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 online. A student's Social Security number information constitutes an "educational record" under FERPA.

OR REGISTER BY MAIL, FAX OR IN PERSON



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.

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing

