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

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
LIVE Online, Zoom
W Wiebold
5:30-6:30 p.m.
AREA-9032-TCFA
$29

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
LIVE Online, Zoom
T Callahan
6:30-8:30 p.m.
AREA-6700-TCFA
$25

Nov. 14
LIVE Online, Zoom
S Callahan
9:30-11:30 a.m.
AREA-6700-TCFB
$25

Plotting Fantasy
Nov. 17
LIVE Online, Zoom
T Callahan
6:30-8:30 p.m.
AREA-6700-TCFC
$25

Nov. 21
LIVE Online, Zoom
S Callahan
9:30-11:30 a.m.
AREA-6700-TCFD
$25

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

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
LIVE Online, Zoom
Th Callahan
6:30-8 a.m.
SPCH-4001-TCFA
$39

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

Register Today!
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.

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.

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!

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.

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.

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.

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.

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

ed2go
www.ed2go.com/scne

BROWSE COURSES IN
Accounting and Finance
Business
Business Communication
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

BROWSE CERTIFICATES & COURSES IN
Business
Business Communication
Health
Human Resources
Leadership
LEED Green Workplace
Management
New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
Training for K12 Teachers

Cancelation/Refund Policy: You must call the Continuing Education office at 402-471-2700 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.

### 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.

### OR Register by Mail, Fax or In Person

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

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<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>City</th>
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<td>Female</td>
<td>Nebraska Resident</td>
<td>Non-Resident</td>
<td>Hispanic or Latino</td>
<td>Not Hispanic or Latino</td>
<td>Race (Select one or more):</td>
<td>White</td>
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#### COURSE NUMBER

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#### SIGNATURE

- Check
- Cash
- MasterCard
- American Express
- 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 select; (2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the registration form; (3) that, if I fail to attend a course and do not officially drop or cancel the course, I will be held responsible for the full tuition; (4) that I am accountable for providing the College with correct and current personal and employment information. All personal and employment information will be used in the College’s educational program and activities.

For Office Use Only

ID#: __________________________

DE: __________________________

TOTAL DUE: ____________

Would you like a receipt mailed to you? Yes ☐ No ☐

SCC Staff Tuition Waiver ( ) ( )

301 S. 68th St. Place, Lincoln, NE 68510

402-437-2700 • 800-828-0072 • FAX 402-437-2703

www.southeast.edu/continuing