

## Personal Development

Winter 2021



### 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. 20 NE City, NCLC, 102	W Callahan	9 a.m.-Noon AREA-9030-NCSA	\$29
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

### 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. 6 NE City, NCLC, 102	S Callahan	10 a.m.-Noon AREA-0146-NCSA	\$19
Feb. 10 LIVE Online, Zoom	W Callahan	10 a.m.-Noon AREA-0146-TCSA	\$19

### 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 for in-person or webinar presentations, please visit [www.doi.ne.gov/shiip](http://www.doi.ne.gov/shiip).** For questions, please call 402-471-2841.

**In-person presentation is available on:**

Feb. 9	T	5:30-7:30 p.m.	NE City, NCLC, 104
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**Webinar presentations are available on:**

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



### 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-6743-TCSA	\$39
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### 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](http://www.southeast.edu/NebraskaCityLC)  
Find us on Facebook at [www.facebook.com/SCCLearningCenteratNebraskaCity](http://www.facebook.com/SCCLearningCenteratNebraskaCity)

## NEW! SCC Book Club

Explore and discover new favorites in our SCC Book Club. We will chat about our latest read, Brit Bennett's "The Vanishing Half," a stunning new novel about twin sisters, inseparable as children, who ultimately choose to live in two very different worlds, one black and one white.



Jan. 28-Feb. 18 Th 6:30-7 p.m. \$19  
LIVE Online, Zoom Registration Deadline: Jan. 14 AREA-6682-TCSA



## 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.

**Keyword: Refocus**

Jan. 26-Feb. 9 T 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-TCSB

## 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!



**Keyword: 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.

**Keyword: Business**

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



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.

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

## 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.

**Keyword: 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.



**Keyword: Business**

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

## 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.

**Keyword: Marketing**

Jan. 11 M 6-9 p.m. \$49  
LIVE Online, Zoom Roush BSAD-7293-TCSA

## 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](mailto:DirectorCCMS@sentco.net) and take this class at a reduced cost.

**Keyword: Exploring**

Jan. 13 W Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSA

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)



### 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.



**Keyword: Zoom**

Jan. 27	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSB	

### 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.



**Keyword: Zoom**

Feb. 10	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSD	

### 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.



**Keyword: Exploring**

Feb. 24	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSD	



### 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.



**Keyword: Video**

March 3	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSE	

### NEW! LDL: Exploring Apps (Savvy Seniors!)

Seniors with Smartphones: Want to learn about new applications on your phone? Join us for "Exploring Applications" over lunch!

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



**Keyword: Exploring**

March 17	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSF	

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

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[www.ed2go.com/scce](http://www.ed2go.com/scce)

#### BROWSE COURSES IN

- Accounting and Finance
- Business
- 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



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

#### 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

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-2700 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.

- 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](http://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](mailto:jsoto@southeast.edu).

301 S. 68th St. Place, Lincoln, NE 68510  
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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)

