

Personal Development

Winter 2021



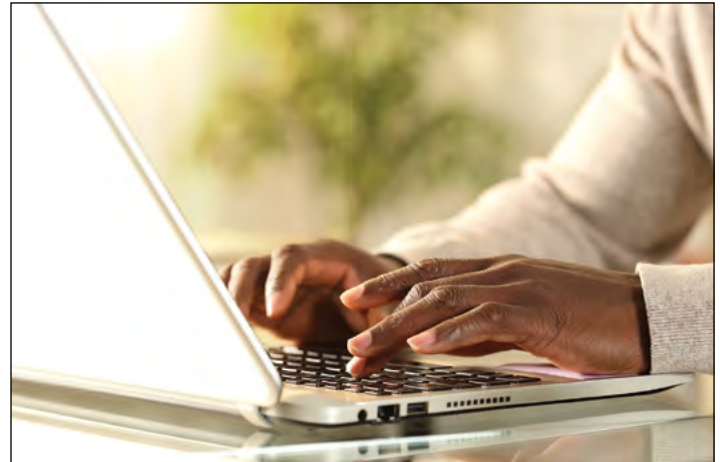
Enhance Your Public Speaking

One of the most valuable skills is one of the hardest. This class will fill your toolbox with the essentials of successful public speaking. Through discussion, peer reviews, and hands on experience, you will leave this class with enhanced comfort to take on your next public speaking event.

First class meets from 6-9 p.m. and second class meets from 6-8 p.m.

Keyword: Speaking

Feb. 1-8	M	See Desc.	\$89
Plattsmouth, PLLC, 102	Hofmaster	BSAD-7328-PLSA	



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. 10	W	10 a.m.-Noon	\$19
LIVE Online, Zoom	Callahan	AREA-0146-TCSA	



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. 27	W	9 a.m.-Noon	\$29
LIVE Online, Zoom	Callahan	AREA-9030-TCSA	
Feb. 3-24	W	5:30-6:30 p.m.	\$29
LIVE Online, Zoom	Wiebold	AREA-9032-TCSA	
March 9	T	6-9 p.m.	\$29
Plattsmouth, PLLC, 101	Callahan	AREA-9030-PLSA	

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	M	6-9 p.m.	\$39
LIVE Online, Zoom	Roush	AREA-6743-TCSA	

Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St.

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



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>.*

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.



Keyword: Book

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

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, please visit www.doi.ne.gov/shiip.** For questions, please call 402-471-2841.

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! 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	

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

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

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	

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	



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>.

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

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 and take this class at a reduced cost.

Keyword: Exploring

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



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-TCSC	

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 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/PlattsmouthLC

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



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

