Personal Development
Spring 2021

NEW! Just Another Manic Monday:
Your Guide to Navigating Employment
While everything feels more challenging since the COVID-19 pandemic, searching for a job seems especially daunting. But you can succeed despite uncertainty in the economy and current job market by staying positive, proactive and focused on proven strategies. This class will review websites, networking strategies, resume, and interview basics.

NEW! How to Tame Your (Unruly) Dragon:
Learning to Use Coping Skills to Manage & Regulate Your Emotions
Some days we all feel like a dragon. Yes, a genuine fire-breathing, killing machine. But that’s okay so long as you know how to put yourself back on a leash. The different types of coping skills will be explored along with their triggers. Different management strategies, techniques and tools will be presented and discussed.

NEW! Applying Your Strengths Daily
Learn how to develop your best-self using your Clifton Strengths. This interactive, hands-on class will engage you in understanding and applying your Strengths daily, whether you are a college student, workforce professional or parent raising children.

May 20
LIVE Online, Zoom
Th
6-8 p.m.
AREA-6681-TCSA
$19

May 6
LIVE Online, Zoom
Th
6-8 p.m.
AREA-6680-TCSA
$19

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.

May 14-June 18
LIVE Online, Zoom
F
Applegate
7-8:30 a.m.
SPCH-4001-TCSB
$39

SCC Book Club
Explore and discover new favorites in our SCC Book Club. We will chat about our latest read, Nicola Yoon’s, “Everything, Everything.” Which tells the story of Maddy, a girl who’s literally allergic to the outside world, and Olly, the boy who moves in next door . . . and becomes the greatest risk she’s ever taken.

April 29-May 20
LIVE Online, Zoom
Th
6:30-7 p.m.
Registration Deadline: April 15
AREA-6682-TCSB
$19

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.

June 12
LIVE Online, Zoom
S
10 a.m.-Noon
Callahan
AREA-6700-TCSA
$25

Community Leadership Program
Do you have new ideas? Would you like to influence community decisions? Ordinary people can emerge as leaders to serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. You will be prepared at the completion of class to use your newly acquired skills and knowledge for your role as a real world community leader.

June 17-24
Falls City, FCLC, 102
LIVE Online, Zoom
Th
5:30-7:30 p.m.
Kerwin-Kubr
AREA-6787-FCUA
$39

May 19-May 3
LIVE Online, Zoom
M
7-9 p.m.
Tilson
AREA-6834-TCSA
$49

Location Key
Falls City, FCLC........ Learning Center at Falls City, 3200 Bill Schock Blvd.

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

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

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 canceled 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.

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.
### 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.*

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

#### Course Information

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**SIGNATURE**

- [ ] Check [ ] Cash [ ] Mastercard [ ] AMEX [ ] Discover [ ] VISA [ ] 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.

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**SCC Staff Tuition Waiver**

- [ ] Yes [ ] No

**TOTAL DUE**

- [ ] $__________________

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Today’s Date ___ / ___ / ___

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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 this form; (3) that I certifY that the information contained herein is correct as shown; and, (4) any changes in S.N., legal name, address, residence, 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. Requests 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.