

Personal Development

Summer 2021

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

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|---------------------------------------|---|--------------------------------|------|
| July 9-Aug. 13 Beatrice, BECH | F | 7-7:50 a.m. BBBX-1985-BEUA | \$39 |
| Sept. 10-Oct. 15 LIVE Online, Zoom | F | 7-7:50 a.m. BBBX-1985-TCFBA | \$39 |

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. We will review websites, networking strategies, resume, and interview basics.



Keyword: Employment

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| Aug. 12 LIVE Online, Zoom | Th Toma | 6-8 p.m. AREA-6681-TCUWA | \$19 |
|------------------------------|------------|-----------------------------|------|

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 OK 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. Management strategies, techniques and tools will be presented and discussed.



Keyword: Learning

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| Sept. 16 LIVE Online, Zoom | Th Toma | 6-8 p.m. AREA-6680-TCFWA | \$19 |
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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

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| July 15 LIVE Online, Zoom | Th Roush | 6-9 p.m. AREA-6743-TCUYB | \$39 |
|------------------------------|-------------|-----------------------------|------|



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>.



Welcome to Medicare

Medicare can be a complicated topic. Worse yet, there is a lot of misinformation that can lead to decisions that may result in penalty and a delay of benefits. In order to avoid mistakes, you are invited to learn about the basics

of Medicare and what you need to consider when you are approaching Medicare eligibility. You will be provided comprehensive information about Medicare and address these questions:

- What does Medicare cost and cover?
- When should I enroll in Medicare, and what rules do I need to know?
- What is the difference between Medicare with a supplement versus Medicare Advantage?

Nebraska SHIP will cover the cost of this course. **To register for in-person or webinar presentations, please visit www.doi.ne.gov/ship.** For questions, please call 402-471-2841.

In-person presentations are available on:

| | | | |
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| Aug. 5 | Th | 6-8 p.m. | Beatrice, AEC, 134 |
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Webinar presentation is available on:

| | | |
|----------|---|--------|
| Aug. 18 | W | 6 p.m. |
| Sept. 20 | M | 6 p.m. |
| Oct. 19 | T | 6 p.m. |

Navigating Medicare.gov

Medicare drug coverage is confusing. Each year Medicare drug plans can make changes to the cost and coverage you can receive. Knowing how to pick the right plan to meet your needs is important to ensure you get the best coverage at the lowest cost. Navigating Medicare.gov will arm you with the knowledge to navigate Medicare's plan finder tool to make an informed decision. You will be provided a step-by-step guide to using Medicare.gov to address these questions:

- How much will my prescriptions cost?
- Which Medicare drug plan will cover my prescriptions?
- Where can I get the best prices for my prescriptions?

Navigating Medicare.gov is provided by Nebraska SHIP, a member of the national SHIP network and a division of the Nebraska Department of Insurance. **To register for in-person or webinar presentations, please visit www.doi.ne.gov/ship.** For questions, please call 402-471-2841.

In-person presentations are available on:

| | | | |
|---------|----|----------|--------------------|
| Aug. 12 | Th | 6-8 p.m. | Beatrice, AEC, 134 |
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Webinar presentation is available on:

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| Aug. 25 | W | 6 p.m. |
| Sept. 27 | M | 6 p.m. |

Location Key

Beatrice, BECHBeatrice Chamber of Commerce, 218 N. Fifth St.

LET'S DO LUNCH SERIES

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

LDL: Book Club

Grab your lunch and let's talk books.

Keyword: Book



Midnight Library by Matthew Haig

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|-------------------|---|-----------------|------|
| June 22 | T | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCUFA | |

The Invisible Life of Addie LaRue by V.E. Schwab

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| July 20 | T | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCUFB | |

Young Adult Series

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| Aug. 3 | T | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCUFD | |

Fall Favorites

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| Sept. 22 | W | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCFFB | |

LDL: Woodworking

Interested in woodworking but not sure where to start? Meet with our experts, where you can ask questions and learn about tools to get you started.



Keyword: Woodworking

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|-------------------|---|-----------------|------|
| July 27 | T | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCUFC | |

LDL: Basic Zoom

Find out more about all the fun things you can do with Zoom!

Keyword: Zoom



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| Aug. 11 | W | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCUFE | |

LDL: Starting a Small Business

Have you had an idea for a small business but aren't sure where to start? Visit with an expert and get a few tips and tricks.

Keyword: Business



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|-------------------|---|-----------------|------|
| Sept. 15 | W | Noon-1 p.m. | \$10 |
| LIVE Online, Zoom | | AREA-6665-TCFFA | |

For more information, contact us at
800-828-0072 or continuinged@southeast.edu



For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not pre-recorded 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/sccconlinecourses>.

Check out all classes offered at www.southeast.edu/BeatriceCE
Find us on Facebook® at www.facebook.com/sccbeatricece

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.



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 for additional information.

PLEASE PRINT

Today's Date

| | | | | | | |
|--|---|---|------------|--|-------|----------------|
| 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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either 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**.
6. 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**.
7. 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**. **Print** this page 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.



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

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.