

Personal Development

Spring 2022



NEW! Resumes & Interviews: Create Your Toolkit

You get one chance to impress a potential employer. Learn best practices of writing your resume and answering interview questions.

Everyone will produce a resume for professional review and participate in a mock interview.

Keyword: Resumes

April 26	T	6-9 p.m.	\$59
York, YHS, Jag Room	Northrop	AREA-6745-YKSA	

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

May 14	S	10 a.m.-Noon	\$25
LIVE Online, Zoom	Callahan	AREA-0146-TCSPA	

You Have a Life Story to Share

Jump-start writing your life story. Instructor will guide you in a fun, supportive process.

Bring pen and paper and start writing your story for your family and friends.

Keyword: Story

April 30	S	9 a.m.-Noon	\$39
LIVE Online, Zoom	Callahan	AREA-9030-TCSA	

Location Key

York, YHS York High School, 1005 Duke Drive

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

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. Discover 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 and is eager to share tips for writers to succeed.

Keyword: Story

Plotting Romance

April 16	S	10 a.m.-Noon	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCSNA	
June 7	T	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCUNA	

Plotting Fantasy

April 19	T	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCSNB	
June 11	S	10 a.m.-Noon	\$25
LIVE Online, Zoom	Callahan	AREA-6700-TCUNB	

Put the Tech in Traveling

Interested in planning your own road trip, cross country or just using technology on-the-go while vacationing? We will look at technologies that help you learn the places to go and places to avoid. Curious about airline e-tickets, virtual wallet, Lyft, Uber, or Air B&B? Join us for an informative Zoom class.

Keyword: Traveling

April 13	W	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-1353-TCSCB	

Walk for a Healthier You

Ready to reap the benefits of walking right in your very own home? Walking can increase energy levels; strengthen bones and muscles; improve mood, memory and sleep; and reduce stress. Workouts will include warm-ups and cool-downs.

Dress in loose, comfortable clothing and appropriate shoes.

Keyword: Walk

April 5-May 3	T	5:30-6:15 p.m.	\$25
LIVE Online, Zoom	Waters	AREA-8492-TCSWB	



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>.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

Fit for Living

Energize with others while you enhance your stretching, cardio and core muscles. Strength and flexibility are key. Best price for your workout!



Bring a mat, towel and tennis shoes. Will use outdoor classrooms as often as can for Plattsmouth class.

May 17-June 21 T 5:30-6:15 p.m. \$29
LIVE Online, Zoom Waters AREA-8593-TCSWA

Keyword: Fit

LET'S DO LUNCH SERIES

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

LDL: Gardening Basics

Want to learn more about how to make your garden grow? Join us over lunch to learn tips and tricks on gardening.



March 22 T Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCSFC

Keyword: Gardening

NEW! LDL: Tips for Home Maintenance

Spring is here! Time to make sure you have the basics covered on home maintenance.



April 6 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCSFD

Keyword: Home

NEW! LDL: How Does TeleHealth Work

Learn how to schedule a telehealth visit, how they work, and why they are right for some people.



May 4 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCSHA

Keyword: TeleHealth

NEW! LDL: Take Your Pet to Lunch!

Learn more about pet love and care in this fun class! Pets are welcome to attend!



May 18 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCSFE

Keyword: Lunch

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.



June 1 W Noon-1 p.m. \$10
LIVE Online, Zoom Lenhoff AREA-6665-TCUFA

Keyword: Business

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

April celebrates Administrative Professionals Day. This lunch series focuses on personal and professional development suitable for administrative professionals or anyone who wants to learn something new!

NEW! LDL: Meditative Mandalas

Discover the geometric doodles of the circular mandala designs as you practice mindfulness skills, breathing exercises and expressions of gratitude.



April 7 Th Noon-1 p.m. \$10
LIVE Online, Zoom Roseberry-Keiser AREA-6665-TCSWA

Keyword: Meditative

NEW! LDL: Metabolic Syndrome

Metabolic syndrome is not a disease in itself but a group of risk factors. Learn about metabolic syndrome, the five risk factors and healthy lifestyle habits to help reduce the risks.



April 14 Th Noon-1 p.m. \$10
LIVE Online, Zoom Toma AREA-6665-TCSWB

Keyword: Metabolic

NEW! LDL: How to Tame Your (Unruly) Dragon: Learning to Use Coping Skills to Manage & Regulate Your Emotions

Coping strategies, techniques and tools will be presented and discussed.



April 21 Th Noon-1 p.m. \$10
LIVE Online, Zoom Toma AREA-6665-TCSWC

Keyword: Tame

NEW! LDL: How to Manage Your Personal Finances

Budgeting tips, checking your credit score, and how to start a savings plan for your retirement will be discussed.



April 28 Th Noon-1 p.m. \$10
LIVE Online, Zoom Toma AREA-6665-TCSWD

Keyword: Manage

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Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.



www.ed2go.com/sccne

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



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**. **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.

* 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
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"/> X (Gender variant/Non-binary)	<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. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. www.southeast.edu/diversity * The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.