

Personal Development

Winter 2023

Effortlessly Manage Paperwork in 10 Minutes a Week

Do you have endless piles of paperwork and need to find a solution? Find out the five items you need to set up a successful filing system and learn the three steps for processing paperwork and tasks. Plus tips for reducing paperwork and a take-home retention schedule for common documents. Now is the perfect time to organize your files to be ready for taxes next year!

Keyword: Paperwork

Jan. 10	T	6-7:30 p.m.	\$29
Lincoln, CEC, 403	Johns	LLLX-0356-CESA	

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 penalties 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 State Health Insurance Program (SHIP) will cover the cost of this course. **To register, please visit doi.ne.gov/ship.** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

In-person presentations are available on:

Jan. 17	T	6-8 p.m.	Lincoln, CEC, Aud
March 16	Th	6-8 p.m.	Lincoln, CEC, Aud
March 21	T	6-8 p.m.	Beatrice, AEC, 134

Webinar presentation is available on:

Feb. 15	W	6 p.m.	
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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?

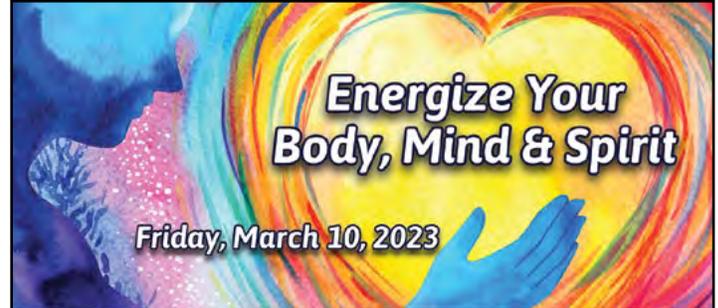
Navigating Medicare.gov is provided by Nebraska State Health Insurance Program (SHIP), a member of the national SHIP network and a division of the Nebraska Department of Insurance. **To register, please visit doi.ne.gov/ship.** For questions, please call 402-471-2841. Registration deadline is one week prior to class date.

In-person presentations are available on:

Jan. 24	T	6-8 p.m.	Lincoln, CEC, Aud
March 23	Th	6-8 p.m.	Lincoln, CEC, Aud
March 28	T	6-8 p.m.	Beatrice, AEC, 134

Webinar presentations are available on:

Feb. 22	W	6 p.m.	
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Partnership event with:



Join us for an informative and relaxing morning as we explore the interconnections between body, mind and spirit. This is a mini retreat designed for anyone who is looking for a day to relax or those caring for others.

Sessions:

- **Building Resistance to Stress and Aging** with Richard Dientsbier, Ph.D., Professor Emeritus, Department of Psychology, UNL
- **An Informed Approach to Evaluating Health Information** with Bob Rauner, M.D., M.P.H., Chief Medical Officer, OneHealth Nebraska, Accountable Care Solutions
- **Music Bingo** with Elliot Piper

For the agenda and full information about the sessions and speakers, visit <https://bit.ly/scceybms2023>.

Keyword: Energize

March 10	F	9 a.m.-Noon	\$29
Lincoln, CEC, 303	See Desc.		
Registration Deadline: March 6		LLLX-0682-CESA	

Gratitude, Gimmicks & Going the Extra Mile

The real joy is in the giving. 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. You will leave with a collection of meaningful ideas and a lot of inspiration to positively impact others!



Keyword: Gratitude

Feb. 28	T	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-1127-TCSCA	

Women's Self Defense

This class will discuss situational awareness, how to be a tough target, assessing the level of threat, and knowing you are worth fighting for. You will learn four kicks and four hand techniques which you will practice on a padded target. We also will cover pressure points and breakaways.

This class is geared toward women, but anyone interested can enroll.

Keyword: Defense

Jan. 31	T	6-8 p.m.	\$29
Lincoln, CEC, 302	Karas	LLLX-0302-CESA	

Location Key

Beatrice, AEC SCC-Beatrice Campus, Academic Excellence Center, 4771 W. Scott Road

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place



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.



NEW! Creative Writing

Find your voice as a writer by exploring different writing styles, learning the building blocks of visual storytelling and drawing inspiration from the world around you. Discover methods for overcoming writer's block and ways to bring out your inner creativity through weekly writing assignments and group discussions.



Keyword: Writing

Feb. 6-20	M	6-7:30 p.m.	\$45
LIVE Online, Zoom	Ord	AREA-9050-TCSWA	

NEW! The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook taking over our social lives, some might find it difficult to engage in normal conversation due to lack of practice with face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills.



Keyword: Communication

March 6-20	M	6-8 p.m.	\$59
LIVE Online, Zoom	Ord	AREA-6835-TCSWA	

Meditative Mandalas

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

Have a fine-tip marker and paper ready.



Keyword: Mandalas

Feb. 25-March 4	S	10-11:30 a.m.	\$29
LIVE Online, Zoom	Roseberry	AREA-6744-TCSWA	

Palmistry

Discover the elements of a basic palm read. We will discuss hand shape, skin texture, finger prints, major and minor lines, and more. The first half hour of class you will make a print of your hands using water soluble ink.

Bring a magnifying glass and ruler. Please note: This is not a predictive or fortune-telling class. You will have opportunities to work with your print and/or with a partner's hands if you desire.

Keyword: Palm

Feb. 9	Th	6-8 p.m.	\$29
Lincoln, CEC, 102	Karas	LLLX-2115-CESA	

Location Key

Lincoln, CECJack J. Huck Continuing Education Center, 301 S. 68th St. Place



NEW! Blogging for Beginners

Creating blog posts is an excellent way to share your passion, showcase expertise or create an online presence. You will learn the steps to starting, creating content for and maintaining your blog. Different platforms, social media and marketing techniques will be discussed.



NOTE: This is a personal blog class, not a business focus.

Keyword: Blogging

March 22	W	6-8 p.m.	\$29
LIVE Online, Zoom	Ord	AREA-1410-TCSWA	



6th Annual Jigsaw Puzzle Derby

Grab your friends, neighbors and family for a fun day of puzzling and friendly competition! The Puzzle Derby is our sixth jigsaw puzzle race. Register as a four-person team, two-person team or individual (must be 16 years or older to participate). The first team in each division to complete their puzzle will get "bragging rights."

Each team category will compete using identical puzzles provided by SCC. All details of the Puzzle Derby (rules, registration forms, deadlines, and more) are available online at <https://bit.ly/2023sccpuzzletournament>. You also can stop by the Continuing Education Office at 301 S. 68th St. Place, Lincoln, and pick up a set. Check-in begins at 12:30 p.m. Registration deadline is Jan. 24 or until the room is full (whichever comes first).

Four-Person Team: 1,000-Piece

Feb. 4	S	12:15-5 p.m.	\$59/team
Lincoln, CEC, 302			

Four-Person Team: 750-Piece

Feb. 4	S	12:15-5 p.m.	\$49/team
Lincoln, CEC, 302			

Two-Person Team: 500-Piece

Feb. 4	S	12:15-5 p.m.	\$29/team
Lincoln, CEC, 302			

Individual: 400-Piece

Feb. 4	S	12:15-5 p.m.	\$19/person
Lincoln, CEC, 302			

For more information, contact us at 800-828-0072 or continuing@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.

Driver Education Instructor Training

Prerequisite: Must be at least 21 years of age, have a high school diploma or equivalent, valid operator's license held in state of residence for two consecutive years, clean driving record (for the prior five years, the instructor candidate must have no violation on record for which five or more points might be assessed, including probation or other situations in which no points were actually assessed for the violation. You must have no suspensions or revocations on record within the last five years, including no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. DMV Title 247.)

This is a Department of Motor Vehicles-approved course for the certification of instructors to teach driver education in a non-credit format. Focus is on fundamental driver education, curriculum development and presentation skills. The intent of this class is for those individuals who want to teach outside the K-12 system.

Required books are available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: Instructor

Jan. 30-March 11	Online	\$499
Lincoln, LNK, Arranged	TRAN-3393-HBSA	

LET'S DO LUNCH SERIES

NEW! LDL: Happiness is Traveling

Learn tips and tricks about getting ready for your next adventure!

Keyword: Traveling

Dec. 7	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFFG	

LDL: How Does TeleHealth Work

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

Keyword: TeleHealth

Dec. 14	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFHF	

NEW! 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

Jan. 25	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFA	

NEW! LDL: How to Write a Business Plan

Thinking about starting a small business but need to write a business plan?

Keyword: Business

Feb. 7	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFB	

NEW! LDL: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!

Keyword: Email

Feb. 22	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFD	

NEW! LDL: Small Business Online Marketing Strategies

Learn great marketing ideas for your small business or organization.

Keyword: Business

March 8	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFE	

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

These classes were designed for Ashland Economic Development Corporation members, but anyone interested can enroll.

NEW! LDL: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.



Keyword: Facebook

Jan. 19	Th	Noon-1 p.m.	\$10
Ord		AREA-6665-TCSWA	

NEW! LDL: Community Engagement & Leadership

Learn ways to lead future generations to build a better community.



Keyword: Community

Feb. 16	Th	Noon-1 p.m.	\$10
Ord		AREA-6665-TCSWB	

NEW! LDL: Thinking Outside the Box: Creative Thinking in Unusual Ways

Learn strategies and techniques which will change ways of thinking about and finding creative solutions to existing or future problems.



Keyword: Thinking

March 16	Th	Noon-1 p.m.	\$10
Ord		AREA-6665-TCSWC	

LDL: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!



Keyword: Canva

March 23	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFF	

LDL: What's App?

What are some of the newest smartphone apps available? Learn more about your phone applications!



Keyword: App

Feb. 16	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFC	

NEW! LDL: Understanding Nutrition Labels

Focus on a healthier you by learning more about the nutrition labels on foods.



Keyword: Labels

April 4	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFG	



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**

Location Key

Lincoln, LNK.....Southeast Community College, Lincoln Campus,
8800 O St.

Check out all classes offered at southeast.edu/continuing

Find us on Facebook® at facebook.com/SCCNeb

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**. **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 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
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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. 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.