

Personal Development

Summer 2023

Taming the Paper Jungle: Handling Your Important Life Documents



Are your important papers and documents, that you need to keep, stored where you can find them easily? If you are like most of us, probably not. Join us as we create a personal file box system that will solve this for you.

At the end of the session, you will have a complete record keeping storage system set up to begin organizing your valuable documents such as insurance, banking, maintenance, career, and so much more.

Keyword: Taming

July 22	S	8 a.m.-Noon	\$69
York, YKLC, TBA	Burns	AREA-7123-YKUA	

Introduction to Marketing Skills

Learn how to expand your marketing efforts with three hours of one-on-one training. Instructors are available to help you expand your social media presence, create blogs, online videos and email marketing strategies, help with finding target audiences, and much more.

Three hours of personalize training to meet your needs will be scheduled at a Learning Center at a time convenient to you and the instructor.

Keyword: Marketing

York Area	Fisher	\$99	AREA-0176-YKUA
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Caring for a Loved One

Helping can be a struggle when debilitating factors strike a loved one. Learn how to balance both your own and their lives, increase their ability to make tough decisions and locate helpful resources.



Keyword: Caring

Aug. 9	W	7-8:30 p.m.	\$29
LIVE Online, Zoom	Billings	AREA-7652-TCUWA	

NEW! Resumes & Interviews: Create Your Toolkit

You get one chance to impress a potential employer. Learn best practices of writing your resume and preparing for your interview. Everyone will produce a resume for professional review and participate in a mock interview either in-person or via Zoom.



Keyword: Resumes

Aug. 1-8	T	6-8 p.m.	\$59
LIVE Online, Zoom	Hunzeker	AREA-6745-TCUFA	

Location Key

York, YKLC.....Learning Center at York, 401 N. Lincoln Ave.

For more information, contact **Diane Houdek** at 800-828-0072, ext. 3634, or dhoudek@southeast.edu

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

Sept. 20	W	6-7:30 p.m.	\$19
LIVE Online, Zoom	Van Winkle	LLLX-1127-TCFCA	

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

Sept. 11-25	M	6-7:30 p.m.	\$45
LIVE Online, Zoom	Ord	AREA-9050-TCFWA	

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

Sept. 14	Th	10 a.m.-Noon	\$29
LIVE Online, Zoom	Callahan	AREA-0146-TCFNA	

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

Aug. 1	T	6:30-8:30 p.m.	\$29
LIVE Online, Zoom	Callahan	AREA-6700-TCUNA	

Plotting Fantasy

Aug. 5	S	10 a.m.-Noon	\$29
LIVE Online, Zoom	Callahan	AREA-6700-TCUNB	



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.

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.

Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!



Keyword: Zoom

Aug. 22	T	2-5 p.m.	\$49
LIVE Online, Zoom	Meyer	AREA-0934-TCFPA	

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

Aug. 30	W	6-8 p.m.	\$29
LIVE Online, Zoom	Ord	AREA-1410-TCFWA	

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.

Webinar presentation is available on:

Aug. 15	T	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.

Webinar presentations are available on:

Aug. 22	T	6 p.m.
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For more information, contact **Diane Houdek** at 800-828-0072, ext. 3634, or dhoudek@southeast.edu

LET'S DO LUNCH SERIES

NEW! LDL: Business Networking for Introverts

Are you an introvert and find business networking difficult? Join us for an opportunity to learn networking tips and ideas while connecting with other introverts in southeast Nebraska.



Keyword: Networking

July 12	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrews	AREA-6665-TCUFD	

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

Sept. 27	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrews	AREA-6665-TCFFB	

LDL: How to Become a Rideshare Driver

Learn about how to set yourself up to drive for Uber or Lyft.



Keyword: Rideshare

Aug. 30	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCFFA	

LDL: Backyard Bird Feeding

It's easy and fun to get started in your bird-feeding adventure. Discover different types of feeders and what type of seed to use to attract your favorite songbirds to your yard.



Keyword: Bird

Aug. 2	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCUFE	



LDL: Bird Watching for Beginners

Looking for a fun hobby you can do anywhere, anytime and without spending much money? You can't go wrong with birding (or bird watching). Discover equipment needed and locations and tips to watching your favorite birds.



Keyword: Bird

Aug. 16	W	Noon-1 p.m.	\$10
LIVE Online, Zoom	Andrew	AREA-6665-TCUFF	



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.

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.

Check out all classes offered at southeast.edu/YorkLC
Find us on Facebook at facebook.com/SCCLearningCenteratYork



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

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.