

CLASSES FOR SENIOR CITIZENS

Continuing Education

Introduction to Personal Computers for the Senior Citizen I

While open to anyone, this class is specifically designed for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc.); basic elements of the Windows operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the World Wide Web and email. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills.

While taught on a Windows 7 operating system, the skills learned in this class are easily transferred to a Windows Vista operating system environment. If you have a different version of Windows, please call 402-437-2709. It is strongly recommended that participants have a computer at home on which to practice. Required course notes available at the SCC Bookstore.

Course Number: OFFT-3503-CEWA **Tuition:** \$129
Dates: Jan. 10-Feb. 2, 2012 **Sessions:** 8
Days: Tuesdays and Thursdays **Instructor:** Olson
Time: 1:30-4:30 p.m. **Room:** 402



Introduction to Personal Computers for the Senior Citizen II

Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience

This class is a continuation of "Computer Fundamentals for the Senior Citizen I." We will expand on the topics of safely navigating the World Wide Web, finding helpful information/locations on the Web and saving/downloading items to your hard drive; organize email and gain confidence with attachments; explore the wonderful help categories on your hard drive; protect and save your information to various removable storage devices; and customize your desktop, start menu and taskbar to make your computer quick and easy to use. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire additional basic computer skills.

Required course notes available at the SCC Bookstore (same course notes as used in OFFT-3503).

Course Number: OFFT-3504-CEWA **Tuition:** \$129
Dates: Feb. 7-Mar. 1, 2012 **Sessions:** 8
Days: Tuesdays and Thursdays **Instructor:** Olson
Time: 1:30-4:30 p.m. **Room:** 402

**All classes will be held at the SCC Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE.**

For more information, contact **Amy Chesley** at 402-437-2709;
800-828-0072, ext. 2709; or achesley@southeast.edu.

REGISTRATION FORM - NON-CREDIT COURSE

Southeast community college

Complete this form with payment information and send via FAX or mail to: **SCC Continuing Education Center**
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 402-437-2703

Include credit card information or Letter of Authorization for third-party billing. 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 the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2012 QUARTER	
<input type="checkbox"/> SUMMER	<input checked="" type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	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"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska	Home Phone

Please select all that apply: **Personal Computers for the Senior Citizen I • \$129**
 Jan. 10-Feb. 2 • 1:30-4:30 p.m. • OFFT-3503-CEWA

Personal Computers for the Senior Citizen II • \$129
 Feb. 7-Mar. 1 • 1:30-4:30 p.m. • OFFT-3504-CEWA

SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA V Code _____
 Name as it appears on card: _____
 Exp. Date _____ Credit card # _____
 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.

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, 402-323-3412, FAX 402-323-3420, or jfoto@southeast.edu.

SCC Staff Tuition Waiver	()
TOTAL DUE	

FOR OFFICE USE ONLY

DE _____	ID# _____
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WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*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.