



**Register Today!**

# Computers & Technology: Getting Started

## One-on-One Computer Training: 3 Hours

This learning opportunity is designed for any person who wants one-on-one attention from a computer applications subject matter expert. Registration gives you up to three hours of personalized attention on the computer topic that meets your specific need. Training topics may include: Windows or Apple/MAC Operating System, Basic Computer Assistance, MS Office, Word, Excel, Access, Outlook, Evernote, social media, QuickBooks, and Windows.

*After registration, a college representative will contact you to discuss your training needs. Training is scheduled at a time convenient for the student and instructor. Training is held at an SCC facility.*

Falls City Area: \$99      AREA-0927-FCWA      Keyword: Computer

## Learning Windows 10

Topics include advantages to the new operating system and how to use them in your home and work; using Cortana, especially on your tablet or laptop; make an image file back up; and learn how to use different backup processes, including the Web. After this class, you will be more comfortable with the Windows 10 operating system.

See information box at the bottom of this page about textbooks. Class size is limited, and pre-registration is required.

Jan. 29	T	5:30-8:30 p.m.	Falls City, FCLC, Main	Steinhauser
\$29		AREA-0902-FCWA	Keyword: Windows	
March 14	Th	5:30-8:30 p.m.	Falls City, FCLC, Main	Steinhauser
\$29		AREA-0902-FCWB	Keyword: Windows	

## One-on-One Smart Device Training

This learning opportunity is designed for the person who wants one-on-one instruction on using their smartphone or smart device. Subject-matter experts will work with you at a learning pace you are comfortable with. Instruction is available for beginning users and troubleshooting with iPhone, iPad and Android devices.

*Registration gives you up to one hour of personalized attention on the smart device that meets your specific need. After registration, a college representative will contact you.*

Falls City Area: \$35      AREA-0880-FCWA      Keyword: Smart



**SCC will provide a textbook for student use during class for hands-on practice and exercises. These books are for in-class use only.**

Students that wish to purchase their own book may do so online at [www.sccbookstore.com](http://www.sccbookstore.com). You will need the SCC course number and book details.

## Smartphone Basics: iPhone

You have a cool new iPhone, but how do you use it? We will teach you about icons, apps and other cool features on your smartphone! This class is specific to iPhone users.

*Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway!*

March 5      T      5:30-8 p.m.  
\$24      AREA-1393-FCWA



Falls City, FCLC, Main      Steinhauser  
Keyword: Smartphone

## Smartphone Basics: Android

You have a cool new smartphone, but how do you use it?! This class will teach you which icons to use (What are icons? We'll cover that!), which apps you want to download (What are apps? We'll cover that!), and how to use all the cool features of your smartphone! This class will be specific to Android users (Android system—what is that? We'll cover it!)

*Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway!*

Feb. 19      T      5:30-8 p.m.  
\$24      AREA-1394-FCWA

Falls City, FCLC, Main      Steinhauser  
Keyword: Smartphone

March 7      Th      5:30-8 p.m.  
\$24      AREA-1394-FCWB

Falls City, FCLC, Main      Steinhauser  
Keyword: Smartphone

## Smartphone Next Level

*Suggested Prerequisite: Smartphone Basic*

Want to learn even more about your smartphone? With this Next Level class, we will review where we left off at the Smartphone Basics class and take it to a whole new level! Bring your questions and we will dig deeper about topics like managing your phone, if it's lost, stolen or needs to be reset, using Apps and continue learning about calling and texting.

*Don't have a smartphone? Come anyway! Please bring your fully charged phone with access to your Gmail (Android) or Apple ID (iPhone).*

March 21      Th      5:30-8 p.m.  
\$24      AREA-1396-FCWA

Falls City, FCLC, Main      Steinhauser  
Keyword: Smartphone

## FREE TRAINING

For information on financial assistance options, visit [www.southeast.edu/cefinaid](http://www.southeast.edu/cefinaid)

### Location Key

FCLC..... Learning Center at Falls City, Lower Level, 116 W. 19th St., Falls City

Check out all classes offered at [www.southeast.edu/FallsCityLC](http://www.southeast.edu/FallsCityLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratFallsCity](http://www.facebook.com/SCCLearningCenteratFallsCity)

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or [hcarr@southeast.edu](mailto:hcarr@southeast.edu)

**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**. You also will receive an email with this same information 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

Southeast Community College

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](http://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	
Gender: <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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American		

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### SIGNATURE

Check (must be included)  Cash (must be included)

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

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 Street Place, Lincoln, NE 68510, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

SCC Staff Tuition Waiver	( )
<b>TOTAL DUE</b>	

<b>FOR OFFICE USE ONLY</b>	
ID#	_____
DE	_____

# Southeast Community College

Continuing Education  
301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703