



# 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.

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-FCSA      Keyword: Computer

## Get Started with Computers

Want to learn more about Computers? This engaging, hands-on class is for the person who has a little to no knowledge about computers, but wants to learn! Find out about using Windows, creating and saving documents, getting started with email, and much more!

May 6      M      5:30-8 p.m.      Falls City, FCLC, Main      Steinhauser  
\$29      AREA-0928-FCSA      Keyword: Computers

## 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.

Class size is limited, and pre-registration is required.

April 4      Th      5:30-8:30 p.m.      Falls City, FCLC, Main      Steinhauser  
\$29      AREA-0902-FCSA      Keyword: Windows

## Get Going with Google Docs

Are you looking for a way to work on documents and spreadsheets, while collaborating with colleagues in real time? Discover how to create, revise, save, and share your files online. Google Docs is great for term papers, newsletters, business proposals, budgets, and more.

May 14-16      T, Th      5:30-7:30 p.m.      Falls City, FCLC, Main      Boatright  
\$35      AREA-0929-FCSA      Keyword: Google

## Do You Google?

Google has many special features to help you find exactly what you're looking for, but are you using all that Google has to offer? Find out what you are missing. Some of the topics covered include: search, Gmail, drive, maps, photos, YouTube, and more.

May 15      W      5:30-7:30 p.m.      Falls City, FCLC, Main      Steinhauser  
\$19      AREA-0893-FCSA      Keyword: Google  
June 6      Th      5:30-7:30 p.m.      Falls City, FCLC, Main      Steinhauser  
\$19      AREA-0893-FCSB      Keyword: Google

## 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 comfortable learning pace. 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-FCSA      Keyword: Smart



## 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 will be 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!

April 9      T      5:30-8 p.m.      Falls City, FCLC, Main      Steinhauser  
\$24      AREA-1393-FCSA      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!

May 13      M      5:30-8 p.m.      Falls City, FCLC, Main      Steinhauser  
\$24      AREA-1394-FCSA      Keyword: Smartphone  
June 11      T      5:30-8 p.m.      Falls City, FCLC, Main      Steinhauser  
\$24      AREA-1394-FCSB      Keyword: Smartphone

## FREE TRAINING

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

## 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)



# 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 \_\_\_\_\_

Would you like a receipt mailed to you?  
 Yes  No

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.

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