Computers & Technology: Getting Started

Winter 2020

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, and 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

Get Started with Computers
Want to learn more about computers? This engaging, hands-on class is for the person who has 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.

Keyword: Computer

Jan. 10
Falls City, FCLC
Th Steinhauser
5:30-8 p.m.
$29
AREA-0928-FCSA

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.

Keyword: Windows

Feb. 4
Falls City, FCLC
T Steinhauser
5:30-8:30 p.m.
$29
AREA-0902-FCSA

One-on-One Smart Device Training
This learning opportunity is for the person who wants one-on-one instruction on using a 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

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!

Keyword: Smartphone

Feb. 12
Falls City, FCLC
W Steinhauser
5:30-8 p.m.
$29
AREA-1393-FCSA

Smartphone Basics: Android
You have a cool new smartphone, but how do you use it? This class will teach you which icons to use, which apps you want to download, and how to use all the cool features of your smartphone. This class will be specific to Android 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! NOTE: Class is live-streamed from Hebron.

Keyword: Smartphone

Feb. 24
Falls City, FCLC
M Steinhauser
5:30-8 p.m.
$29
AREA-1394-FCSA

Location Key
Falls City, FCLC.......................... Learning Center at Falls City, 3200 Bill Schock Blvd.

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

Check out all classes offered at www.southeast.edu/FallsCityLC

Find us on Facebook at www.facebook.com/SCLearningCenteratFallsCity

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 canceled 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.
Smartphone Next Level
Suggested Prerequisite: Smartphone Basics
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. We will dig deeper about topics like managing your phone; if it’s lost, stolen or needs to be reset; using Apps and continual 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).

Let’s Do Lunch Series: Techy Tips
Bring your phone and learn a cool trick to use when sending a text message. Don’t have a Smartphone? Come anyway and learn a new trick!

Keyword: Lunch
Jan. 28  T Noon-1 p.m.  AREA-6665-FCSA
Falls City, FCLC

FREE TRAINING
For information on financial assistance options, visit www.southeast.edu/celfinassist

Registration Form - Non-Credit Course
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

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

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Registration Form - Non-Credit Course
Register Online for SCC Continuing Education Classes

You must have an email account to register online.


2. **Search for your class** by entering either 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*

3. **Select the course** for which you wish to register. Click **Submit**.

4. Enter your **personal information, certify your identification** and click **Submit**.
   - *You must provide your Social Security Number.

5. **Optional:** Enter your **Additional Registration Information** and click **Submit**.

6. 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**.

7. 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.