Computers & Technology: Getting Started
Spring 2020

One-on-One Computer Training: 3 Hours
This learning opportunity is designed for anyone 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.

Keyword: Computer

Hebron Area $99 AREA-0927-HNSA

Mac for Beginners
This introductory course assumes little or no previous computer experience and teaches skills to get students up and running. It will familiarize the user with the basic operation of the Apple Macintosh operating system. Subjects covered include introducing the Mac interface, using and navigating with the mouse (click, doubleclick, and click and drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons.

Each class is customized to the students' needs. No book required. Students will need to bring your Mac computer. NOTE: Class is live-streamed from Nebraska City.

Keyword: Mac

June 8-10
Hebron, HNL C M, W 6-9 p.m. $149
Carr GDMA-3612-HNUA

Video Chatting
Prerequisites: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet.
Do you live hours from your grandchildren? Do you want to be able to see the friend or family member you’re talking to on the phone? Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you’ll be video chatting tomorrow!

Keyword: Video

April 6
Hebron, HNL C-101 M 5:30-8 p.m. $24
Fangmeier AREA-1392-HNSA

One-on-One Smart Device Training: 1 Hour
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.

Keyword: Smart

Hebron Area $35 AREA-0880-HNSA

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu

Check out all classes offered at www.southeast.edu/HebronLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratHebron

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.
**REGISTER ONLINE**

You must have an email account to register online.

2. **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

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*.

* 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.

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**OR REGISTER BY MAIL, FAX OR IN PERSON**

**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

*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.*

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**Social Security Number OR SCC Student ID Number**

**Birth Date**

**Name:** Last

**State**

**City**

**Zip**

**County #**

**Email Address**

**Cell Phone**

**Home**

**Business Phone**

**Residence Mailing Address**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**

- White
- Black/African-American
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- Asian
- Native American
- Other/Ethnicity

**I identify as:**

- Male
- Female
- Nebraska Resident
- Non-Resident

**American Indian/Alaska Native**

**COURSE NUMBER**

**TITLE**

**START DATE**

**COST**

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**TOTAL DUE**

**Would you like a receipt mailed to you?**

- Yes
- No

**SCC Staff Tuition Waiver**

**FOR OFFICE USE ONLY**

**Signature**

**Check**

**Cash**

**Mastercard**

**AMEX**

**Discover**

**VISA**

**V Code**

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**Today's Date**

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**Submission of this form indicates that I understand: 1) that my registration is complete and that I am responsible for the tuition and fees subject to a grade in the course; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 3) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 4) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 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. Requests 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, or jsoto@southeast.edu.**

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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)