Computer Basics 101

This is a hands-on class in a nonthreatening environment for the person who did not grow up in a technological world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the Internet.

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

Keyword: Computer

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<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Price</th>
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<tbody>
<tr>
<td>April 15-23</td>
<td>W, Th</td>
<td>7-9 p.m.</td>
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<td>NE City, NCLC, 104</td>
<td></td>
<td>McKinney — AREA-1000-NCSA</td>
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Intermediate Computers

Prerequisite: Basic Computers (OFFT-3502)

Maximize your computer knowledge! Learn the importance of deleting unnecessary Internet files, maintaining disks, defragmenting, troubleshooting, and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the interface features of Windows 10.

Keyword: Computers

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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.

Keyword: Mac

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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

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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!

NOTE: Class is live-streamed from Hebron.

Keyword: Video

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Job Enhancement Scholarship Available

(For selected courses)

Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

• Make a difference in your career/job?
• Help you reach your professional goals?
• Potentially advance your position or pay?
• Have a positive impact on your employer?

For more information, visit www.southeast.edu/nebraskacitylc or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

Location Key

NE City, NCLC....................................................Learning Center at Nebraska City, 819 Central Ave.

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

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

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@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.
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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**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.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
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<th>First</th>
<th>Middle Initial</th>
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<td>State</td>
<td>Zip</td>
<td>County #</td>
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<tr>
<td>Email Address</td>
<td>Cell Phone</td>
<td>Home</td>
<td>Business Phone</td>
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I identify as:  
- Male  
- Female

- Nebraska Resident
- Non-Resident

Ethnicity (select one):  
- Hispanic or Latino
- Not Hispanic or Latino

Race (Select one or more):  
- White
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Black/African-American

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<tr>
<th>COURSE NUMBER</th>
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### SIGNATURE

☑ Check ☑ Cash ☑ Mastercard ☑ American Express ☑ Discover ☑ Visa  
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  
SCC Staff Tuition Waiver (if applicable) (ID #) ____________________  
TOTAL DUE $ ____________________  
DE ____________________

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