Computers & Technology: Getting Started
Spring 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.

Introduction to Personal Computers for the Senior Citizen I
This class is for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc.); basic elements of the Windows 10 operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the 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.

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.

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.

Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad offer. We will help you with tips in messages, phone calls and camera and as time allows, iCloud, storage and other apps.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. Be sure your device is fully charged before coming to class.

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.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@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 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.
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**

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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<tbody>
<tr>
<td>Residence Mailing Address</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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<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
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**Total Due** $  

**Payment Type**
- **Check**
- **Cash**
- **Mastercard**
- **AMEX**
- **Discover**
- **VISA**
- **V Code**________

**Name as it appears on card:**________

**Exp. Date**__________

**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.

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**Signature**

†Check †Cash †Mastercard †AMEX †Discover †VISA  
**Name as it appears on card:**________

**Exp. Date**__________

**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.

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**Would you like a receipt mailed to you?**
- **Yes**
- **No**

**SCC Staff Tuition Waiver**________

**TOTAL DUE**________

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Submissions of this form indicate 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 course(s) listed; 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 any refunds are based on the Refund Policy of the College; 4) that should I withdraw, the College reserves the right to withdraw full or partial grades; 5) that any information contained herein is correct as shown; and 6) any changes in SSS, 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, ancestry, 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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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
www.southeast.edu/continuing