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 Windows 10 interface, using and navigating with the mouse (click, double-click, 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.

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.

Prerequisites: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet.

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.

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.

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.

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.

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

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.
**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**

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**Residence Mailing Address**

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**Email Address**

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**Course Number**

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**Signature**

Your signature constitutes an “educational record” under FERPA.

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**Acceptance of SCC Tuition Waiver**

Would you like a receipt mailed to you?

* Yes * No

**SCC Staff Tuition Waiver**

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Submission of this form indicates that I understand: (1) that my registration is complete and that I am accountable for the tuition and fees, (2) that I have paid tuition and related fees for the course(s) indicated, (3) that I will attend the course(s) for which I have registered, (4) that my registration is effective from the date of my last signature on this form and (5) that should I officially drop, cancel or withdraw, my tuition and related fees will be determined by the date I submit this form. The preceding action is binding and the College reserves the right to refuse registration or to cancel any course if the policy of the College is not met.

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 course(s) 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.