Computers & Technology: Getting Started
Summer 2020

INTRODUCTORY CLASSES

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.

Keyword: Computer

<table>
<thead>
<tr>
<th>Location</th>
<th>Fees</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wahoo Area</td>
<td>$99</td>
<td>AREA-0927-WHFA</td>
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</tbody>
</table>

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

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<tr>
<th>Date</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Sept. 2</td>
<td>Wahoo, WHLC, 101</td>
<td>Bohaty</td>
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<td>$29</td>
<td>AREA-0928-WHFA</td>
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MACINTOSH CLASSES

Apple ID, iCloud & Photo Management with Photos for Mac
Learn what options you have with your Apple ID including editing and sharing photos. Cloud services routinely back up their data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your content and photos in the cloud.

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. NOTE: Not a photography class but a photo management class. Have your device fully charged.

Keyword: Photo

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<tr>
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<th>Time</th>
<th>Fees</th>
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<tr>
<td>July 22</td>
<td>LIVE Online, Zoom</td>
<td>T. Jensen</td>
<td>6-8 p.m.</td>
<td>$29</td>
<td>LLLX-0680-TCUA</td>
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SMART DEVICES

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.

Keyword: Smart

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Wahoo Area</td>
<td>$35</td>
<td>AREA-0880-WHFA</td>
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FREE TRAINING
For information on financial assistance options, visit www.southeast.edu/cefinassist

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

For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu
Smartphone Basics: iPhone
You have a cool new iPhone, but how do you use it? We will teach you about icons, apps and other neat 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 one yet, come anyway!

**Key: Smartphone**

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>July 21</td>
<td>5:30-8 p.m.</td>
<td>T. Steinhauer</td>
<td>$29</td>
</tr>
</tbody>
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Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad. We will help you with tips in messages, phone calls and emails. This class is designed to teach you about icons, apps and other neat features on your smartphone! This class will be specific to iPhone users. Bring your mobile device handy as you login to this Zoom class from your desktop or laptop.

**Key: iPhone**

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<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>July 20</td>
<td>6-8 p.m.</td>
<td>T. Jensen</td>
<td>$29</td>
</tr>
</tbody>
</table>

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.


### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Start Date</th>
<th>Cost</th>
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<tr>
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<td>LLLX-0674-TCUA</td>
<td>Internet</td>
<td>JULY 21</td>
<td>$29</td>
</tr>
<tr>
<td>LLLX-0675-TCUA</td>
<td>Passwords, Logins, IDs—OH MY!</td>
<td>JULY 21</td>
<td>$29</td>
</tr>
</tbody>
</table>

For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2703 or 800-828-0073 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.

**Check out all classes offered at [www.southeast.edu/WahooLC](www.southeast.edu/WahooLC).**

Find us on Facebook at [www.facebook.com/SCCLearningCenteratWahoo](www.facebook.com/SCCLearningCenteratWahoo)

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The College reserves the right to cancel any class due to insufficient enrollment. Questions? Contact Continuing Education at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu.

**Today’s Date**

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Date of Birth</th>
<th>Name</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell Phone</th>
<th>Home</th>
<th>Business Phone</th>
</tr>
</thead>
</table>

**Ethnicity (Select one):**
- Hispanic or Latino
- Not Hispanic or Latino

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

**Residency:**
- Nebraska Resident
- Non-Resident

**Billing agency**
- [LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD](https://example.com)

**Total Due**

Would you like a receipt mailed to you? [ ] Yes [ ] No

**SCC Staff Tuition Waiver** [ ]

For Office Use Only

**ID#**

**DE**

**TOTAL DUE**

**SIGNATURE**

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The College reserves the right to cancel any class due to insufficient enrollment. Questions? Contact Continuing Education at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu.
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.