Computers & Technology: Getting Started
Summer 2020

**Introductory Classes**

**Basic Computer**
Through hands-on experience, you will learn to use function keys, the mouse and the numeric keypad. Begin learning computer terminology necessary in the 21st Century. Learn to use the internet, email and word processing and spreadsheet applications. Practice opening, closing, saving, and deleting files and folders.

Students need to have computer access to practice outside of class.  

**Intermediate Computer**
Prerequisite: Basic Computer (OFFT-3502)
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.

**Windows 10**
This course introduces you to Windows 10, Microsoft’s newest operating system. Explore the new Start Menu, Tiles and Apps. Discover how to share and organize files and folders.

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**Classes for Seniors**

**Introduction to Personal Computers for the Senior Citizen II**
Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience
We will expand on the topics of safely navigating the internet, find helpful information/locations on the web and save/download items to your hard drive. We will organize email and gain confidence with attachments, explore the help categories on your hard drive, protect and save your information to various removable storage devices, customize your desktop, start menu and taskbar to make your computer quick and easy to use.

While taught on a Windows 10 operating system, the skills learned are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor.  

**Macintosh Classes**

**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 drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons.

Each class is customized to the students’ needs. No book required.  

**Macintosh Basics**
Prerequisite: Mac for the Beginner (GDMA-3612) or equivalent experience (Some mouse, typing and navigational skills are needed for this course.)
This class is for the occasional user who wants to increase knowledge and skill on the Apple Macintosh operating system. Topics include creating and organizing folders and documents, organizing emails, customizing the dock, setting preferences; efficiently navigating the internet and organizing bookmarks; connecting accessories; creating data backups; troubleshooting basic problems; discovering self-help features such as search and find, online videos, help files, tutorials and much more.

Each class session is customized to the students’ needs. No book required.  

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**Location Key**
Lincoln, CEC............................. Jack J. Huck Continuing Education Center, 301 S. 68th St. Place

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Windows to Mac Transition
This course is designed for the PC user who has just switched to the Mac either at work or home and wants to find out how to adapt old working habits to the Macintosh Operating System. Topics include navigating the Mac interface, translating from Windows to Mac ("Alt" = "Option" for example), setting preferences, and other tasks. This course is for an experienced computer user who wants to gain familiarity and hands-on experience with the Mac OS.
No book required.
Keyword: Mac
Oct. 19
Lincoln, CEC, 403
M
6-9 p.m.
OFFT-6561-CEFA
$79

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
July 22
LIVE Online, Zoom
W
6-8 p.m.
LLLX-0680-TCUA
$29

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!
Keyword: Smartphone
July 21
LIVE Online, Zoom
T
Steinhauser
5:30-8 p.m.
AREA-1393-TCUA
$29

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 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 zooming into class. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.
Keyword: iPhone
July 20
LIVE Online, Zoom
T. Jensen
6-8 p.m.
LLLX-0674-TCUA
$29

INTERNET
NEW! Passwords, Logins, IDS—OH MY!
In this age of electronic information and security concerns, password management is a must. Come learn best practices and tips and tricks to keeping your passwords and private information secure. We'll cover both mobile and home data security.
Have your mobile device handy as you login to this Zoom class from your desktop or laptop.
Keyword: Passwords
July 27
LIVE Online, Zoom
M
6:30-8:30 p.m.
LLLX-0673-TCUA
$29

Online Buying & Selling
Have you thought about selling your stuff online? Learn more about the primary places people sell items, (Craigslist, Facebook® marketplace and eBay®) and how selling on these sites really works. We will talk about “gotchas” and types of payment processing. Join us for this LIVE Online Zoom class.
This class is for personal sales ONLY. Business interest is welcome but it won’t be the focus of the class.
Keyword: Selling
July 23
LIVE Online, Zoom
Th
6-8 p.m.
LLLX-0531-TCUA
$29

Location Key
Lincoln, CEC.............................. Jack J. Huck Continuing Education Center, 301 S. 68th St. Place
For more information, contact us at 800-828-0072 or continuinged@southeast.edu
**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**

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

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

**Phone Number:**
- Home
- Business

**COURSE NUMBER**

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**SIGNATURE**

- [ ] Check  
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- [ ] 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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If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.