Southeast Community College
CONTINUING EDUCATION

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.

Keyword: Computers

Oct. 6-20	T, Th	5:15-8:15 p.m.	$159
Lincoln, CEC, 407	J. Olson	OFFT-3502-CEFA	

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.

Keyword: Computers

Oct. 24-Nov. 21	S	8:15-11:15 a.m.	$159
Lincoln, CEC, 407	J. Olson	OFFT-6424-CEFA	

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.

Keyword: Windows

Oct. 27-Nov. 3	T, Th	1:30-4:30 p.m.	$159
Lincoln, CEC, 407	J. Olson	OFFT-6890-CEFA	

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

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.

Keyword: Computer

Sept. 8-29	T, Th	1:30-4:30 p.m.	$159
Lincoln, CEC, 407	J. Olson	OFFT-3504-CEFA	

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 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.

Keyword: Mac

Sept. 21 & 23	M, W	6-9 p.m.	$149
Lincoln, CEC, 403	Kunce	GDMA-3612-CEFA	

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.

Keyword: Macintosh

Oct. 14 & 21	W	6-9 p.m.	$149
Lincoln, CEC, 403	Kunce	GDMA-3575-CEFA	

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	M	6-9 p.m.	$79
Lincoln, CEC, 403	Kunce	OFFT-6561-CEFA	

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

SMART DEVICES

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	T	5:30-8 p.m.	$29
LIVE Online, Zoom	Steinhauser	AREA-1393-TCUA	

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.

Have an idea for a class that could be offered live online? Please submit your idea at **https://bit.ly/sccceonlinecourses**.

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	M	6-8 p.m.	$29
LIVE Online, Zoom	T. Jensen	LLLX-0674-TCUA	

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	M	6:30-8:30 p.m.	$29
LIVE Online, Zoom	T. Jensen	LLLX-0673-TCUA	

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	Th	6-8 p.m.	$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCUA	

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

ed2go
www.ed2go.com/sccne

BROWSE COURSES IN

Accounting and Finance	Language and Arts
Business	Law and Legal
College Readiness	Personal Development
Computer Applications	Teaching and Education
Design and Composition	Technology
Health Care and Medical	Writing and Publishing

UGotClass
Online certificates and courses
http://bit.ly/SCC-UGotClass

BROWSE CERTIFICATES & COURSES IN

Business	New Media Marketing
Business Communication	Personal Development
Health	Social Media for Business
Human Resources	Technology Skills
Leadership	Training and Education
LEED Green Workplace	Training for K12 Teachers
Management	

Check out all classes offered at www.southeast.edu/continuing
Find us on Facebook© at www.facebook.com/SCCNebCE

REGISTER ONLINE

You must have an email account to register online.

1. Go to *http://bit.ly/RegisterCE*

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*.

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.

* 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.

OR REGISTER BY MAIL, FAX OR IN PERSON

Southeast COMMUNITY COLLEGE

PLEASE PRINT

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

Today's Date ____/____/____

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit **www.southeast.edu/collegecatalog** for additional information.

Social Security Number OR SCC Student ID Number	Birth Date	Name: Last		First	Middle Initial

Residence Mailing Address	City	State	Zip	County #

Email Address	Cell Phone	❑ Home ❑ Business Phone

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 ❑ Native Hawaiian/Other Pacific Islander ❑ American Indian/Alaska Native ❑ Black/African-American

COURSE NUMBER	TITLE	START DATE	COST
___ ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___			$
___ ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___			$
___ ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___			$
___ ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___			$

SIGNATURE _____

❑Check ❑Cash ❑Mastercard ❑AMEX ❑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 ( )

TOTAL DUE

FOR OFFICE USE ONLY
ID# _____
DE _____

Submission of this form indicates 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 courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, 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, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries 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.