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.

Learning Windows 10
Topics include advantages to the new operating system and how to use them in your home and work; using Cortana, especially on your tablet or laptop; make an image file back up; and learn how to use different backup processes, including the web. After this class, you will be more comfortable with the Windows 10 operating system.

Class size is limited, and pre-registration is required.

Smartphone Basics: Android
You have a cool new Android, but how do you use it? We will teach you about icons, apps and other cool features on your smartphone!

This class is specific to Android users. Bring your phone fully charged so you can practice using the phone you own. If you don’t own one yet, come anyway!

Using your Android offers: Take advantage of the features your iPhone or iPad offers.

Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad offers.

This rivalry continues, but which one is ideal for you? Shopping for phones has changed and it’s hard to know which one is the best fit. We will cover the pros and cons of each platform so you can feel confident in your next phone purchase.

NEW! iPhone or Android?
The rivalry continues, but which one is ideal for you? Shopping for phones has changed and it’s hard to know which one is the best fit. We will cover the pros and cons of each platform so you can feel confident in your next phone purchase.

Tips & Tricks with Your New iPhone or iPad
Take advantage of the features your iPhone or iPad offers.

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.

Location Key
Falls City, FCLC........ Learning Center at Falls City, 3200 Bill Schock Blvd.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. 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.

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity
**NEW! Zoom: Everyone is Doing It!**

Learn why Zoom is being used by millions to hold one to one meetings or group conversations! Zoom provides a fun and easy way to connect with family, friends or colleagues with the click of a button. You can see them and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

**Shutterfly Photo Book Memories**

Prerequisite: Basic computer knowledge and internet skills are needed to be successful.

Do you have hundreds of digital pictures on your computer or phone? Learn how to master the free website Shutterfly to design and create your own photo books and/or albums. Learn from start to finish how to upload photos, design books and order your finished project. Shutterfly has all the tools with easy options for editing, colors, backgrounds, and fonts for the beginner or creatively challenged. You will start a photo book and design in the first class and gain knowledge to work on your project outside of class. The final class will be spent getting one-on-one help and ordering your finished product.

Students need to log on and set up a Shutterfly account prior to first class. Bring to class: Shutterfly account username and password and 12-15 pictures on a flash drive. Cost does not include the cost of your finished product.

**NEW! Virtual Platforms for Businesses**

Life happens, business needs change or we are in a pandemic. No matter the reason, distance technology is becoming more prominent in businesses. Not sure which platform suits your business best? Get a hands-on tour of Zoom, Webex and Skype for Business plus a few other notable mentions in this virtual class.

**NEW! Let’s Do Lunch: Video Chatting**

Can’t meet with family over the holidays? Find out ways to connect virtually.

**Let’s Do Lunch: Host a Meeting on Zoom**

Collaborate with your team virtually and learn how to Host a meeting on Zoom.

Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@southeast.edu and take this class at a reduced cost.

**Let’s Do Lunch: Zoom Basic**

You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.

Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@southeast.edu and take this class at a reduced cost.

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu
Digital Scrapbooking
Would you like to scrapbook online? The instructor will show you how to load your photos, pick your theme, album type, and page layout. We will add photos, embellishments and learn the basics of digital scrapbooking.
No software needed. You will be able to access your album from any online computer.

Keyword: Scrapbooking

Nov. 30  M  Warga  7-9 p.m.  AREA-3081-TCFA  $19

NEW! Digitizing Memories
Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve them in a more organized form by scanning. We will look at scanning techniques and some of the devices to make scanning easy to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software "VueScan". Have a negative, slide and/or print available to scan during the class and we will explore the process of scanning and saving those prints digitally so they will be memories forever.

Keyword: Memories

Oct. 27 & Nov. 3  T  6:30-7:30 p.m.  LLLX-0113-TCFA  $29

Do You Google?
Google has many special features to help you find exactly what you’re looking for. Find out what you are missing. Some of the topics covered include: search, Gmail, drive, maps, photos, YouTube, and more.

Keyword: Google

Oct. 27  Falls City, FCLC, 102  T  5:30-7:30 p.m.  AREA-0893-FCFA  $19

Get Going with Google Docs
Are you looking for a way to work on documents and spreadsheets, while collaborating with colleagues in real time? Discover how to create, revise, save, and share your files online. Google Docs is great for term papers, newsletters, business proposals, budgets, and more.

Keyword: Google

Sept. 29 & Oct. 1  Falls City, FCLC, 102  T, Th  5:30-7:30 p.m.  AREA-0929-FCFA  $35

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.

This class is for personal sales ONLY. Business interest is welcome but it won’t be the focus of the class.

Keyword: Selling

Oct. 22  Falls City, FCLC, 102  Th  6:30-8 p.m.  LLLX-0531-TCFA  $29

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

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 for additional information.

Social Security Number OR SCC Student ID Number  Birth Date  Name: Last  First  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
American Indian/Alaska Native  Native Hawaiian/Other Pacific Islander  Black/African-American

COURSE NUMBER  TITLE  START DATE  COST

TOTAL DUE

Would you like a receipt mailed to you?  Yes  No

Current SCC Employee Waiver

FOR OFFICE USE ONLY

TOTAL DUE

________________________________________
Signature

For more information, contact the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or justie@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 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. www.southeast.edu/collegecatalog
Register Online for
SCC Continuing Education Classes

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.

* The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under FERPA.