

Computers & Technology: Getting Started

Fall 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

Falls City Area	\$99	AREA-0927-FCFA
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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.

Keyword: Windows

Sept. 9	W	5:30-8:30 p.m.	\$29
Falls City, FCLC, 102	Steinhauser	AREA-0902-FCFA	
Oct. 13	T	5:30-8:30 p.m.	\$29
Falls City, FCLC, 102	Steinhauser	AREA-0902-FCFB	

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

Falls City Area	\$35	AREA-0880-FCFA
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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/scceonlinecourses>.

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!

Keyword: Smartphone

Sept. 24	Th	5:30-8 p.m.	\$29
Falls City, FCLC, 102	Steinhauser	AREA-1394-FCFA	
Nov. 3	T	5:30-8 p.m.	\$29
Falls City, FCLC, 102	Steinhauser	AREA-1394-FCFB	

Smartphone Next Level

Suggested Prerequisite: Smartphone Basics

Want to learn even more about your smartphone? With this Next Level class, we will review where we left off at the Smartphone Basics class and take it to a new level! Bring your questions and we will dig deeper about topics like managing your phone, how to reset it using apps and continual learning about calling and texting. Don't have a smartphone? Come anyway!

Please bring your fully charged phone with access to your Gmail (Android) or Apple ID (iPhone).

Keyword: Smartphone

Nov. 10	T	5:30-8 p.m.	\$29
Falls City, FCLC, 104	Steinhauser	AREA-1396-FCFA	

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.



Keyword: iPhone

Nov. 18	W	6:30-8:30 p.m.	\$39
LIVE Online, Zoom	Dauel	AREA-6683-TCFA	

Tips & Tricks with Your New iPhone or iPad

Take advantage of the features your iPhone or iPad offers. 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

Oct. 21	W	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0674-TCFA	

Location Key

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

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

iPhone/iPad II: Beyond the Basics

Discover advanced iPhone/iPad topics including call features such as conference calling, hold, message to answer later, notification in depth, highly useful apps for sharing and working with documents. We will cover iCloud storage and basic photo management.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and OS updated to the most recent release, will be covered. Be sure your device is fully charged before coming to class. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.



Keyword: iPhone

Oct. 28	W	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0672-TCFA	

NEW! Photography & Editing Using Your Mobile Device

Are you interested in focusing on photography using your mobile devices and doing some limited post-processing of these photographs? Techniques in photography will be discussed, as well as an overview of many of the hundreds of useful apps for photography and editing, and also some very handy gadgets for your cellphones and tablets.

In preparation for the course, please download Snapseed for photo processing on your device(s) prior to the first class. Snapseed is a free app. If possible, participants should log in to LIVE Online classes with a laptop or other device and not from the cell or tablet they intend to use for photography, but this is not absolutely essential.



Keyword: Photography

Oct. 6-20	T	6:30-7:30 p.m.	\$39
LIVE Online, Zoom	Keller	LLLX-0080-TCFA	

INTERNET



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!



Keyword: Zoom

Oct. 12 & 19	M	6-8 p.m.	\$39
Falls City, FCLC, 102	Meyer	AREA-0934-FCFA	
Nov. 9 & 16	M	6-8 p.m.	\$39
LIVE Online, Zoom	Meyer	AREA-0934-TCFA	

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@sentco.net and take this class at a reduced cost.



Keyword: Lunch

Oct. 1	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFB	

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@sentco.net and take this class at a reduced cost.



Keyword: Lunch

Nov. 5	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFC	

NEW! Let's Do Lunch: Video Chatting

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

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



Keyword: Lunch

Dec. 3	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFD	

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.



Keyword: Virtual

Nov. 17	T	6-9 p.m.	\$59
LIVE Online, Zoom	Hopwood	OFFT-3201-TCFA	

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.

Keyword: Shutterfly

Nov. 3 & 5	T, Th	6-8 p.m.	\$35
Falls City, FCLC, 102		AREA-0931-FCFA	



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Location Key

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

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	7-9 p.m.	\$19
LIVE Online, Zoom	Warga	AREA-3081-TCFA	

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.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCFA	

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

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	T, Th	5:30-7:30 p.m.	\$35
Falls City, FCLC, 102	Boatright	AREA-0929-FCFA	



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	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCFA	
Nov. 19	Th	5:30-7:30 p.m.	\$29
Falls City, FCLC, 102		AREA-0881-FCFA	

Location Key

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

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



Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

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		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> 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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing

* 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.