**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.

**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.

**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. 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.

**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.

**Location Key**

NE City, NCLC------------------ Learning Center at Nebraska City, 819 Central Ave.

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu.

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

**Find us on Facebook at** [www.facebook.com/SCCLearningCenteratNebraskaCity](http://www.facebook.com/SCCLearningCenteratNebraskaCity)
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.

### 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!

**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.

**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! 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.

**NEW! 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.

### PHONE

**NEW! 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.

**NEW! 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.

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@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. 40A 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 40A reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
# 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.

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### OR Register by Mail, Fax or In Person

![Registration Form - Non-Credit Course](image)

**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/cecatalog](http://www.southeast.edu/cecatalog) for additional information.

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- 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

**Payroll**

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**SIGNATURE**

[ ] Check  [ ] Cash  [ ] Mastercard  [ ] AMEX  [ ] 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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**Today's Date**

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.)
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.