

## 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**

Plattsmouth Area      \$99      AREA-0927-PLFA

### 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**

Plattsmouth Area      \$35      AREA-0880-PLFA

#### 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**

Sept. 14      M      5:30-8 p.m.      \$29  
Plattsmouth, PLLC, 102      Warga      AREA-1393-PLFA



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>.

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

Find us on Facebook® at  
[www.facebook.com/SCCLearningCenteratPlattsmouth](https://www.facebook.com/SCCLearningCenteratPlattsmouth)

#### 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

#### 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

#### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St..



[www.ed2go.com/scce](http://www.ed2go.com/scce)

#### BROWSE COURSES IN

**Accounting and Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Design and Composition**  
**Health Care and Medical**

**Language and Arts**  
**Law and Legal**  
**Personal Development**  
**Teaching and Education**  
**Technology**  
**Writing and Publishing**

For more information, contact **Lyn Belitz** at  
800-828-0072, ext. 2298, or [lbelitz@southeast.edu](mailto:lbelitz@southeast.edu)

## 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	LLX-0080-TCFA	



## 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	

## 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. 26-Nov. 2	M	6-8 p.m.	\$39
Plattsmouth, PLLC, 102	Meyer	AREA-0934-PLFA	
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	

### 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	BSAD-3201-TCFA	

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



<http://bit.ly/SCC-UGotClass>

## BROWSE CERTIFICATES & COURSES IN

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

### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St..

We're Keeping You Safe

For COVID-19 updates, visit [www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)

## 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**

Oct. 26 Plattsmouth, PLLC, 103	M Warga	7-9 p.m. AREA-3081-PLFA	\$19
Nov. 30 LIVE Online, Zoom	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 LIVE Online, Zoom	T Keller	6:30-7:30 p.m. LLLX-0113-TCFA	\$29
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## 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 LIVE Online, Zoom	Th T. Jensen	6-8 p.m. LLLX-0531-TCFA	\$29
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### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St..

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@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

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

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](http://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.



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