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.

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

Hebron Area  $99  AREA-0927-HNSA

Feb. 23
LIVE Online, Zoom  T  Steinhauser  5:30-8 p.m.  AREA-1394-TCSA  $35

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 into 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!

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

Keyword: Smartphone

Hebron Area  $35  AREA-0880-HNSA

March 10
LIVE Online, Zoom  W  Steinhauser  5:30-8 p.m.  AREA-1396-TCSA  $35

iPhone Tips & Tricks
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 and iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release, is welcome. Be sure your device is fully charged before class. Have your mobile device handy as you log in to this Zoom class from your desktop or laptop.

Keyword: iPhone

Hebron Area  $29  AREA-0894-TCSA

Jan. 12
LIVE Online, Zoom  T  Warga  Noon-2 p.m.  AREA-0894-TCSA  $29

Jan. 21
LIVE Online, Zoom  Th  T. Jensen  6-8 p.m.  LLLX-0674-TCSA  $29

Feb. 22
LIVE Online, Zoom  M  Warga  7-9 p.m.  AREA-0894-TCSB  $29

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.

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu
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 and iPhone, preferably purchased within the last two years and OS updated to the most recent release, is welcome. 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.

Jan. 28
LIVE Online, Zoom
6-8 p.m.
T. Jensen
LLXL-0672-TCSA
$29

NEW! Online Grocery Shopping
Ordering groceries online is all the craze in 2020. Learn how to set up an account and use your Smartphone or computer to order your groceries online to pick up or be delivered to your home.

Jan. 26
LIVE Online, Zoom
6-8 p.m.
T. Jensen
LLXL-0672-TCSA
$19

NEW! Shutterfly
Are you interested in learning the basic ins and outs of Shutterfly? This is your stop! In this class, we will take a tour of the site, unlock some of the best features and open a whole new world of possibilities for gift options. We also will explore creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!

Feb. 17
LIVE Online, Zoom
6:30-7:30 p.m.
Keller
LLXL-0239-TCSA
$19

Digitizing Memories
Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve these in a more organized form by scanning them. 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.”

Jan. 19-26
LIVE Online, Zoom
6:30-7:30 p.m.
Keller
LLXL-0113-TCSA
$29

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.

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For COVID-19 updates, visit www.southeast.edu/covid-19
**Let’s Do Lunch Series**

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

**NEW! LDL: Exploring Apps (Health & Wellness)**
Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

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

<table>
<thead>
<tr>
<th>Jan. 13</th>
<th>W</th>
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| LDL: Video Chatting with Family & Friends | 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.

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<th>Feb. 10</th>
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<th>Noon-1 p.m.</th>
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| LDL: How to Host a Meeting on Zoom | Boost your workplace skills by exploring applications on your smartphone/tablet.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<th>Feb. 24</th>
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| LDL: Exploring Apps (Workplace Skills) | Can’t meet with family over the holidays? Find out ways to connect virtually.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<tr>
<th>March 3</th>
<th>W</th>
<th>Noon-1 p.m.</th>
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| LDL: Exploring Apps (Savvy Seniors!) | Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Applications” over lunch!
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

| March 17 | W | Noon-1 p.m. | AREA-6665-TCSF | $10 |

**Macintosh Classes**

**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 backs up its 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 and iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release, is welcome. Be sure your device is fully charged. You will want to watch the Zoom on a desktop/laptop and have your mobile device fully charged.

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<tr>
<th>Jan. 20</th>
<th>W</th>
<th>6-8 p.m.</th>
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Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Applications” over lunch!

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

| March 17 | W | Noon-1 p.m. | AREA-6665-TCSF | $10 |

For more information, contact us at 800-828-0072 or continuinged@sentco.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.
**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. A student’s Social Security number information constitutes an “educational record” under FERPA.

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**OR REGISTER BY MAIL, FAX OR IN PERSON**

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

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
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<tr>
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- 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

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<tr>
<th>COURSE NUMBER</th>
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**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.

**SCC Staff Tuition Waiver**

Would you like a receipt mailed to you? Yes No

TOTAL DUE

FOR OFFICE USE ONLY

IDE ____________

__/__/____

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 this form; (3) that I understand that I must sign this form to indicate my consent to the non-disclosure of the information contained herein to specified agencies, and to any changes in SCC, legal name, address, residency, etc., must follow the 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.

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)