**Computers & Technology: Getting Started**

Winter 2021

**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.

**Key word: Computer**

Wahoo Area $99 AREA-0927-WHSA

**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 to discuss your training needs. Training is scheduled at a time convenient for the student and instructor. Training is held at an SCC facility.

**Key word: Smart**

Wahoo Area $35 AREA-0880-WHSA

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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/sccceonlinecourses](https://bit.ly/sccceonlinecourses).*

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**Smartphone Basics: iPhone**

You have a cool new iPhone, but how do you use it? We will teach you about icons, apps and other cool 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!*

**Key word: Smartphone**

Feb. 9
LIVE Online, Zoom
T Steinhauser
5:30-8 p.m.
AREA-1393-TCSA

$35

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**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!

**Key word: Smartphone**

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

$35

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**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).

**Key word: Smartphone**

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

$35

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**Location Key**

Wahoo, WHLC .................. Learning Center at Wahoo, 536 N. Broadway St.

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

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

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For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu
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.

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<th>Date</th>
<th>Time</th>
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Password, Logins, IDs, OH MY!

In this age of electronic information and security concerns, password management is a must. Learn best practices and tips and tricks to keeping your passwords and private information secure. We’ll cover both mobile and home data security.

You will want to watch Zoom on a desktop/laptop and have your mobile device fully charged.

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Photography & Editing Using Your Mobile Device

Are you interested in focusing on photography using your mobile devices—smart phones and tablets (not limited to Apple products)—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. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

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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.

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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.

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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!

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For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu.

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2760 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.
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@sountco.net and take this class at a reduced cost.

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LDL: Basic Zoom
Learn how to use Zoom.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sountco.net and take this class at a reduced cost.

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NEW! LDL: Exploring Apps (Workplace Skills)
Boost your workplace skills by exploring applications on your smartphone/tablet.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sountco.net and take this class at a reduced cost.

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LDL: How to 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@sountco.net and take this class at a reduced cost.

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NEW! LDL: Exploring Apps (Personal Development)

Focus on exploring applications on your smartphone/tablet focusing on personal development.
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sountco.net and take this class at a reduced cost.

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NEW! 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@sountco.net and take this class at a reduced cost.

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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.”

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Keyword: Memories

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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Keyword: Photo

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### 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.

You must have an email address to register online. For the protection of your 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.

**Social Security Number OR SCC Student ID Number**
**Birth Date**
**Name: Last**
**First**
**Middle Initial**

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<tr>
<th>Residence Mailing Address</th>
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<th>State</th>
<th>Zip</th>
<th>County #</th>
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**Email Address**
**Cell 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
  - Native Hawaiian/Other Pacific Islander
  - American Indian/Alaska Native
  - Black/African-American

**COURSE NUMBER TITLE START DATE COST**

| __________ | __________ | $ | $ | $ | $ |

**SIGNATURE**

- [ ] Check
- [ ] Cash
- [ ] Mastercard
- [ ] AMEX
- [ ] Discover
- [ ] VISA

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.

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 course(s) listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the form; 3) that I certify that the information contained herein is correct as stated, and if any changes to S.S. legal name, address, residence, 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. Requests 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.

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