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-PLSA

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 beginners 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.

Keyword: Smart

Plattsmouth Area $35 AREA-0880-PLSA

Apple iPad Level 1
This hands-on course will help you get up and running with your iPad. Whether you have just purchased the iPad, want to learn how to get more out of the many features available or are deciding whether to purchase one, this course is for you!

Bring your iPad to class if you have one. Please ensure that your iPad is fully charged and registered on Apple before the class starts. Need assistance with registering your iPad? See the following link: www.apple.com/support/ipad/getstarted/. Bring your password to class.

Keyword: iPad

Jan. 25
Plattsmouth, PLLC, 102
M Warga 6:30 p.m.
AREA-1380-PLSA
$29

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!

Keyword: Smartphone

Feb. 9
LIVE Online, Zoom
Steinhauser 5:30-8 p.m.
AREA-1393-TCSA
$35

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

Feb. 23
LIVE Online, Zoom
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

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

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

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

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.
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.

January

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

Th
Jan. 21
LIVE Online, Zoom
6-8 p.m.
T. Jensen
AREA-0864-TCSA
$29

Feb. 12
Plattsmouth, PLLC, 102
F
Warga
Noon-2 p.m.
AREA-0894-PLSA
$29

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

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.

Keyword: iPhone

January

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

Future scheduled dates will be announced.

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.

Keyword: Photography

Online Buying & Selling
Have you thought about selling your stuff on line? 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

Password, Logins, IDs, OH MY!
In this age of electronic information and security concerns, password management is a must. Come 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.

Keyword: Passwords

February

T. Jensen
Feb. 1
LIVE Online, Zoom
6-8 p.m.
LLLX-0673-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.

Keyword: Grocery
# 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>
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<th>Jan. 13</th>
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## LDL: Basic Zoom
Learn how to use 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>Jan. 27</th>
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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@sentco.net and take this class at a reduced cost.

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<th>Feb. 10</th>
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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@sentco.net and take this class at a reduced cost.

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<th>Feb. 24</th>
<th>LIVE Online, Zoom</th>
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## LDL: Video Chatting with Family & Friends
Can't meet with family over the holidays? Find out new 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.

<table>
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<tr>
<th>March 3</th>
<th>LIVE Online, Zoom</th>
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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@sentco.net and take this class at a reduced cost.

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<tr>
<th>March 17</th>
<th>LIVE Online, Zoom</th>
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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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<th>Feb. 17</th>
<th>LIVE Online, Zoom</th>
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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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<th>Jan. 19-26</th>
<th>LIVE Online, Zoom</th>
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# 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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<th>Jan. 20</th>
<th>LIVE Online, Zoom</th>
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# Browse Courses in ed2go

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 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.
**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.

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**COURSE NUMBER** | **TITLE** | **START DATE** | **COST**
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**SIGNATURE**

☑ Check ☐ Cash ☐ Mastercard ☐ American Express ☐ 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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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 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 stated; and 5) any changes in S/N, 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. 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. 69th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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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