**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

Falls City Area $99 AREA-0927-FCSA

**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.

Keyword: Smart

Falls City Area $35 AREA-0880-FCSA

**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! 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 T 5:30-8 p.m. Steinhauser $35 AREA-1393-TCSA

**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 W 5:30-8 p.m. Steinhauser $35 AREA-1396-TCSA

**iPhone Tips & Tricks**
Take advantage of the features your iPhone or iPad offers. We will help you with tips in messages, phone calls 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

Jan. 12 LIVE Online, Zoom T Noon-2 p.m. Warga $29 AREA-0894-TCSB
Jan. 21 LIVE Online, Zoom Th 6-8 p.m. Steinhauser $29 LLLLX-0674-TCSA
Feb. 22 LIVE Online, Zoom M 7-9 p.m. Warga $29 AREA-0894-TCSB

**Location Key**
Falls City, FCLC......... Learning Center at Falls City, 3200 Bill Schock Blvd.

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.

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity
**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>
<th>Noon-1 p.m.</th>
<th>AREA-6665-TCSA</th>
<th>$10</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.

<table>
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<tr>
<th>Jan. 27</th>
<th>W</th>
<th>Noon-1 p.m.</th>
<th>AREA-6665-TCSB</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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<th>Noon-1 p.m.</th>
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| 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>
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<th>Noon-1 p.m.</th>
<th>AREA-6665-TCSD</th>
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| LDL: Video Chatting with Family & Friends
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.

<table>
<thead>
<tr>
<th>March 3</th>
<th>W</th>
<th>Noon-1 p.m.</th>
<th>AREA-6665-TCSE</th>
<th>$10</th>
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</table>
| 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.

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

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**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.

<table>
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<tr>
<th>Jan. 28</th>
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<th>6-8 p.m.</th>
<th>AREA-6665-TCSB</th>
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**Passwords, 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.

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<th>Feb. 1</th>
<th>M</th>
<th>6-8 p.m.</th>
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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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<thead>
<tr>
<th>Feb. 2-16</th>
<th>T</th>
<th>6:30-7:30 p.m.</th>
<th>AREA-6665-TCSA</th>
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**Look for the LIVE Online logo shown to the left to find these classes.**

For your convenience, we are offering LIVE Online learning opportunities. These classes are offered 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.

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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<th>Jan. 25</th>
<th>M</th>
<th>6-8 p.m.</th>
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<td>LIVE Online, Zoom</td>
<td>T. Jensen</td>
<td>LLLX-0531-TCSA</td>
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</table>

Keyword: Selling

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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<thead>
<tr>
<th>Jan. 19-26</th>
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Keyword: Memories

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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<tr>
<th>Jan. 26</th>
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Keyword: Grocery

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!

<table>
<thead>
<tr>
<th>Feb. 17</th>
<th>W</th>
<th>6-7:30 p.m.</th>
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</table>

Keyword: Shutterfly

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

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

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

BROWSE COURSES IN

Business Communication
Health
Human Resources
Leadership
LEED Green Workplace
Management

NEW! LEED Green Workplace Management
Do you have plans to build a LEED certified building? Understanding LEED certification helps homeowners, developers, and business owners. You will gain an understanding of LEED certification and what it means to be a LEED certified building.

<table>
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Keyword: LEED

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@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.
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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<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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<td>Email Address</td>
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I identify as:  
- [x] Male  
- [ ] Female  
- [ ] Nebraska Resident  
- [ ] Non-Resident

Ethnicity (select one):  
- [ ] Hispanic or Latino  
- [ ] Not Hispanic or Latino

Race (Select one or more):  
- [ ] White  
- [ ] Asian  
- [ ] American Indian/Alaska Native  
- [ ] Native Hawaiian/Other Pacific Islander  
- [ ] Black/African-American

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<tr>
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**SIGNATURE**

☐ Check ☐ Cash ☐ Mastercard ☐ AMEX ☐ Discover ☐ VISA ☐ V Code  

Name as it appears on card: ____________________________

Exp. Date __/__/____  

Billling 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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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)