Computers & Technology: Getting Started
Spring 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.  

**Keyword: Computer**  
York Area $99 AREA-0927-YKSA

**Learning Windows 10**
Topics include advantages to the new operating system and how to use them in your home and work; using Cortana, especially on your tablet or laptop; make an image file back up; and learn how to use different backup processes, including the Web. After this class, you will be more comfortable with the Windows 10 operating system.  

Class size is limited, and pre-registration is required.  

**Keyword: Windows**
April 27  
LIVE Online, Zoom T Steinhauser 5:30-8:30 p.m. AREA-0902-TCSA $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**
June 10  
LIVE Online, Zoom Th Steinhauser 5:30-8 p.m. AREA-1393-TCUA $35

**How Not to Get a Computer Virus**
Learn how to detect and remove computer viruses. Even better, how to avoid them! This class also will cover cleaning up the computer, maintenance to keep it running smoothly, keeping components clean, as well as safe handling.  

**Keyword: Computer**
April 22  
LIVE Online, Zoom T Jinings 6:30-8:30 p.m. AREA-0885-TCUA $25

June 10  
LIVE Online, Zoom T Jinings 6:30-8:30 p.m. AREA-0885-TCUA $25

**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 us at 800-828-0072, ext. 3634, or continuinged@southeast.edu

Check out all classes offered at www.southeast.edu/YorkLC  
Find us on Facebook at www.facebook.com/SCCLearningCenteratYork
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).

Tips & Tricks with Your iPhone or iPod
Take advantage of the features your iPhone or iPod 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 iPod 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 coming to class. Have your mobile device handy as you log in to this Zoom class from your desktop or laptop.

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.

Using the Cloud
The more computers you have, the more online storage can benefit you. This class will show you how to set up online storage. Topics include SkyDrive, Google Drive, Amazon Drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.

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.

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.

INTERNET

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!

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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. For more information, contact us at 800-828-0072, ext. 3634, or continuinged@southeast.edu
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.”

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 back up your data so you should never lose your photos even if your own computer explodes.

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.

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<tr>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Cost</th>
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<tr>
<td>LIVE Online, Zoom</td>
<td>6-8 p.m.</td>
<td>$29</td>
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<td>April 15</td>
<td>T. Jensen</td>
<td>LLLX-0531-TCSB</td>
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<td>LIVE Online, Zoom</td>
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<td>June 3</td>
<td>T. Jensen</td>
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For more information, contact us at 800-828-0072, ext. 3634, or continuinged@southeast.edu.
Register Online for
SCC Continuing Education Classes

You must have an email account to register online.


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.

* 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.