

## 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.

Nebraska City \$99 **Keyword: Computer**  
AREA-0927-NCSA

#### Computer Basics 101

This is a hands-on class in a non-threatening environment for the person who did not grow up in a technological world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the internet.

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

April 7-15 W, Th 7-9 p.m. **Keyword: Computer**  
NE City, NCLC, 104 McKinney AREA-1000-NCSB \$149

#### 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.

April 27 T 5:30-8:30 p.m. **Keyword: Windows**  
LIVE Online, Zoom Steinhauser AREA-0902-TCSA \$29



#### How Do You Back Up a Computer?

Learn the basics of backing up a computer, including a simple data backup to a total "restore" of the Operating System. Learn the different avenues and the advantages of each, i.e., disk, flash drive, external hard drive, and the web. Learn through our discussion how to do it on your desktop at home or you may bring your own computer to follow along step by step.

If you bring your own computer, please bring along a 32GB flash drive or an external hard drive (120GB or larger). Basic computer knowledge and skills are needed to be successful.

**Keyword: Computer**

April 17 S 3:30-5:30 p.m. \$29  
NE City, NCLC, 102 McKinney AREA-0888-NCSB



#### 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 Th 6:30-8:30 p.m. \$25  
LIVE Online, Zoom Jinings AREA-0885-TCSA  
June 10 Th 6:30-8:30 p.m. Jinings \$25  
LIVE Online, Zoom AREA-0885-TCUA  
NE City, NCLC, 106 AREA-0885-NCUA

#### Location Key

NE City, NCLC..... Learning Center at  
Nebraska City, 819 Central Ave.

For more information, contact **Cindy Meyer**  
at 800-828-0072, ext. 3636, or  
cmeyer@southeast.edu

### JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

#### Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit  
[www.southeast.edu/nebraskacitylc](http://www.southeast.edu/nebraskacitylc)  
or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.



Funds are being provided  
by the **Nebraska City**  
**Community Foundation Fund**

## SMART DEVICES

### One-on-One Smart Device Training

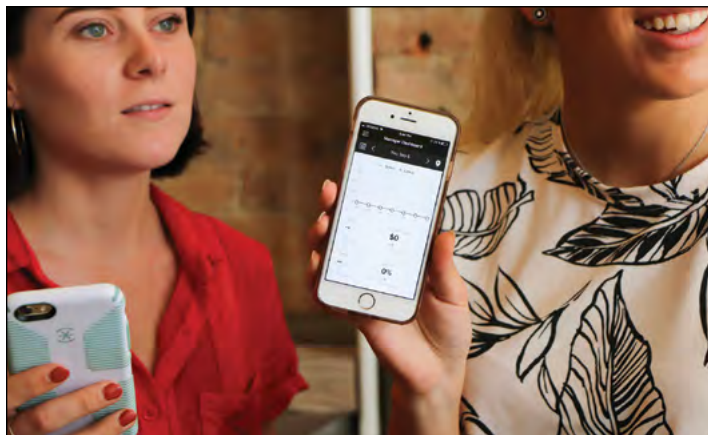
This learning opportunity is for the person who wants one-on-one instruction on using a smartphone or smart device. Subject-matter experts will work with you at a comfortable learning pace. Instruction is available for beginning users and troubleshooting with iPhone, iPad and Android devices.

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.

Nebraska City

\$35

**Keyword: Smart**  
AREA-0880-NCSA



### 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!

<b>Keyword: Smartphone</b>			
April 17	S	12:30-3 p.m.	\$35
NE City, NCLC, 105	McKinney	AREA-1393-NCSB	
June 10	Th	5:30-8 p.m.	\$35
LIVE Online, Zoom	Steinhauser	AREA-1393-TCUA	

### 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!

<b>Keyword: Smartphone</b>			
April 17	S	9-11:30 a.m.	\$35
NE City, NCLC, 105	McKinney	AREA-1394-NCSB	
June 17	Th	5:30-8 p.m.	\$35
LIVE Online, Zoom	Steinhauser	AREA-1394-TCUA	

#### Location Key

NE City, NCLC ..... Learning Center at Nebraska City,  
819 Central Ave.

For more information, contact **Cindy Meyer** at  
800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

### 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).

<b>Keyword: Smartphone</b>			
June 23	W	5:30-8 p.m.	\$35
LIVE Online, Zoom	Steinhauser	AREA-1396-TCUA	

### Tips & Tricks with Your iPhone or iPad

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 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.

<b>Keyword: iPhone</b>			
April 12	M	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0674-TCSB	

### 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 or iPhone, preferably purchased within the last two years and OS updated to the most recent release. Be sure your device is fully charged before attending to class. Have your mobile device handy as you login to this Zoom class from your desktop or laptop.

<b>Keyword: iPhone</b>			
April 19	M	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0672-TCSB	

### 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.

<b>Keyword: Photography</b>			
May 5-19	W	6:30-7:30 p.m.	\$39
LIVE Online, Zoom	Keller	LLLX-0080-TCSB	



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>.

## 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!



May 3-10	M	6-8 p.m.	<b>Keyword: Zoom</b>
LIVE Online, Zoom	Meyer	AREA-0934-TCSA	\$39

### 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.



May 26	W	5:30-7:30 p.m.	<b>Keyword: Grocery</b>
LIVE Online, Zoom	AREA-5058-TCUA		\$19

### 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.



June 17	Th	6-8 p.m.	<b>Keyword: Cloud</b>
LIVE Online, Zoom	Toma	AREA-0901-TCUA	\$29

### 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.

**Keyword: Passwords**

April 21	W	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0673-TCSB	

### 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!



**Keyword: Shutterfly**

April 7	W	6-7:30 p.m.	\$19
LIVE Online, Zoom		AREA-3105-TCSB	



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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>.



### 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**

April 15	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCSB	
June 3	Th	5:30-7:30 p.m.	\$29
LIVE Online, Zoom		AREA-0881-TCUA	

### 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."



**Keyword: Memories**

April 13-20	T	6:30-7:30 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSB	

## 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 back up their 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. 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.

**Keyword: Photo**

April 22	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0680-TCSB	

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

Check out all classes offered at [www.southeast.edu/NebraskaCityLC](http://www.southeast.edu/NebraskaCityLC)  
Find us on Facebook at [www.facebook.com/SCCLearningCenteratNebraskaCity](http://www.facebook.com/SCCLearningCenteratNebraskaCity)





# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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 online. A student's Social Security number information constitutes an "educational record" under FERPA.

## OR REGISTER BY MAIL, FAX OR IN PERSON



### Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

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.

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone		
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American		

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### 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.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver	( )
<b>TOTAL DUE</b>	

<b>FOR OFFICE USE ONLY</b>
ID# _____
DE _____

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 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 shown; and 5) any changes in SSN, 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. 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, or [jsoto@southeast.edu](mailto: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](http://www.southeast.edu/continuing)

