Southeast Community College
CONTINUING EDUCATION

Computers & Technology: Getting Started
Winter 2021

INTRODUCTORY CLASSES

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	T	5:30-8:30 p.m.	$29
LIVE Online, Zoom	Steinhauser	AREA-0902-TCSA	

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.	$25
LIVE Online, Zoom	Jinings	AREA-0885-TCUA	

SMART DEVICES

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	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!

Keyword: Smartphone

June 17	Th	5:30-8 p.m.	$35
LIVE Online, Zoom	Steinhauser	AREA-1394-TCUA	

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

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.

Keyword: iPhone

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.

Keyword: iPhone

April 19	M	6-8 p.m.	$29
LIVE Online, Zoom	T. Jensen	LLLX-0672-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/sccceonlinecourses**.

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

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

May 5-19	W	6:30-7:30 p.m.	$39
LIVE Online, Zoom	Keller	LLLX-0080-TCSB	

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!

Keyword: Zoom

May 3-10	M	6-8 p.m.	$39
LIVE Online, Zoom	Meyer	AREA-0934-TCSA	

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

May 26	W	5:30-7:30 p.m.	$19
LIVE Online, Zoom	AREA-5058-TCUA		

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.

Keyword: Cloud

June 17	Th	6-8 p.m.	$29
LIVE Online, Zoom	Toma	AREA-0901-TCUA	

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	

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

Check out all classes offered at
www.southeast.edu/continuing
Find us on Facebook® at www.facebook.com/SCCNebCE

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		

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		

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	

REGISTER ONLINE

You must have an email account to register online.

1. Go to *http://bit.ly/RegisterCE*

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*.

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

OR REGISTER BY MAIL, FAX OR IN PERSON

Southeast COMMUNITY COLLEGE

PLEASE PRINT

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

Today's Date
____/____/____

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.

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	❑ Home ❑ Business 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 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	( )
TOTAL DUE	

FOR OFFICE USE ONLY
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.

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