**INTRODUCTORY CLASSES**

**One-on-One Computer Training: 3 Hours**
Three hours of personalized instruction on the computer topic that meets your need! Training is scheduled at an SCC facility at a time convenient for you and the instructor. Instructors are available for, but not limited to, the following topics: Windows, MS Office, Word, Excel, Access, Outlook, QuickBooks, social media, basic computer assistance, etc.

Introductory classes

**Let’s Do Lunch: Basic Zoom**
Find out more about all the fun things you can do with Zoom!

**Passwords, Logins, IDs, OH MY!**
In this age of electronic information and security concerns, password management is a must. Discover best practices 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.

**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.

**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!

**Photography with Your Mobile Device**
Photography using your phone or tablet is the focus of this class. Techniques in photography, useful apps for photography and editing, along with super handy gadgets for your cell or tablet, will be explored.

Before the first class, download Snapseed for photo processing on your device. Snapseed is free. Have your mobile device handy as you log into this Zoom class from your desktop or laptop.

**Internet**
**Using the Cloud**
What is “the cloud” and why do you need it? The cloud storage allows you to access a remote hard drive as if it were your own.

If your personal hard drive should ever fail, you can access your files using “the cloud.” Find out about the various providers, pros, cons, and more.

**SMART DEVICES**

**One-on-One Smart Device Training**
Learn to set up and troubleshoot your iPhone, iPad and Android devices. Registration provides one hour of personalized instruction on the smart device that meets your specific need. Training is scheduled at an SCC facility at a time convenient for you and the instructor.

**INTERNET**

**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.**

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For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu
Find out more about all the fun things you can do with Zoom!

Learn the difference between free or paid plans. Ready, set, Zoom!

join a meeting, host a meeting, share your screen, and record meetings.

button. You can see and hear them. Learn how to set up a free account,
meetings or group conversations! Zoom provides a fun and

Learn why Zoom is being used by millions to hold one-on-one

Zoom: Everyone is Doing It!

Learn why Zoom is being used by millions to hold one-on-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 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!

Let’s Do Lunch: Basic Zoom

Find out more about all the fun things you can do with Zoom!

Aug. 11
W
Noon-1 p.m.
AREA-6665-TCUF

$10

Keyword: Zoom

Keywords: Zoom

Password, Logins, IDs, OH MY!

In this age of electronic information and security concerns, password management is a must. Discover best practices 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

Sept. 16
LIVE Online, Zoom
T. Jensen
6-8 p.m.
LLXX-0673-TFCFA

$29

Keyword: Zoom

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

Aug. 4-11
LIVE Online, Zoom
Keller
6:30-7:30 p.m.
LLXX-0113-TCUCF

$29

Check out all classes offered at www.southeast.edu/PlattsmouthLC

Find us on Facebook at www.facebook.com/SCCLearningCenterLPlattsmouth

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 for additional information.

Social Security Number OR SCC Student ID Number
Birth Date
First Name
Middle Initial

Residence Mailing Address
City
State
Zip
County #

Email Address
Cell Phone
Home
Business Phone

Ethnicity (select one):
American Indian/Alaska Native
Asian
Black/African-American
Hispanic or Latino
Native Hawaiian/Other Pacific Islander
Not Hispanic or Latino
White
Other

For the protection of your personal credit card information, do not email this form to SCC. If you 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 admissions, employment, and educational programs and activities. Persons with disabilities are encouraged to use the ADA reason 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.

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.

According to the refund policy, refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-438-0072 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.

Check out all classes offered at www.southeast.edu/PlattsmouthLC

Find us on Facebook at www.facebook.com/SCCLearningCenterLPlattsmouth

For you to submit your idea at www.southeast.edu/collegecatalog for additional information.

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

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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. Print this page 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.