

Computers & Technology: Getting Started

Summer 2021

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.

Keyword: Computer

Plattsmouth Area \$99 AREA-0927-PLUA

Let's Do Lunch: Basic Zoom

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

Keyword: Zoom

Aug. 11 W Noon-1 p.m.
LIVE Online, Zoom AREA-6665-TCUFE



\$10

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.

Keyword: Passwords

Sept. 16 Th 6-8 p.m.
LIVE Online, Zoom T. Jensen LLLX-0673-TCFCA \$29



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.

Keyword: Smart

Plattsmouth Area \$35 AREA-0880-PLUA

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

Aug. 10 T 5:30-8 p.m.
LIVE Online, Zoom Steinhauser AREA-1393-TCUFB \$35



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

Sept. 14 T 5:30-8 p.m.
LIVE Online, Zoom Steinhauser AREA-1394-TCFFA \$35



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.

Keyword: Photography

July 14-28 W 6:30-7:30 p.m.
LIVE Online, Zoom Keller LLLX-0080-TCUCA \$49



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.

Keyword: Cloud

Sept. 30 Th 6-8 p.m.
LIVE Online, Zoom Toma AREA-0901-TCFWA \$19



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 **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu



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!



Keyword: Zoom

Aug. 18-25 W 6-8 p.m. \$39
LIVE Online, Zoom Meyer AREA-0934-TCUPA

Let's Do Lunch: Basic Zoom

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



Keyword: Zoom

Aug. 11 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCUFE

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.

Keyword: Passwords

Sept. 16 Th 6-8 p.m. \$29
LIVE Online, Zoom T. Jensen LLLX-0673-TCFCA

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 W 6:30-7:30 p.m. \$29
LIVE Online, Zoom Keller LLLX-0113-TCUCA



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>.

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

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.



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 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 ()

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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing

* 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.