**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

<table>
<thead>
<tr>
<th>Hebron Area</th>
<th>$99</th>
<th>AREA-0927-HNUA</th>
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**Let’s Do Lunch: Exploring Apps (Health & Wellness)**
Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

**Keyword:** Apps

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<th>$10</th>
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**Let’s Do Lunch: Exploring Apps (Workplace Skills)**
Boost your workplace skills by exploring applications on your smartphone/tablet.

**Keyword:** Apps

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<th>Aug. 18</th>
<th>Hebron, HNLC, 101</th>
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**Let’s Do Lunch: Exploring Apps (Savvy Seniors!)**
Seniors with Smartphones: Want to learn about new applications on your phone? Join us for “Exploring Applications” over lunch!

**Keyword:** Apps

<table>
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<th>Sept. 1</th>
<th>Hebron, HNLC, 101</th>
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**Let’s Do Lunch: Basic Zoom**
Find out more about all the fun things you can do with Zoom!

**Keyword:** Zoom

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**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

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**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

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<th>Hebron Area</th>
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**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

<table>
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<th>$35</th>
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**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

<table>
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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.

**Location Key**
Hebron, HNLC..................Learning Center at Hebron, 610 Jefferson Ave.
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, 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!

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.

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.”

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.

Register Today!
Check out all classes offered at www.southeast.edu/HebronLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratHebron

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.
### Register Online

You must have an email account to register online.

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.

*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

**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](http://www.southeast.edu/collegecatalog) for additional information.

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<td>Cell Phone</td>
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<th>Female</th>
<th>Nebraska Resident</th>
<th>Non-Resident</th>
<th>Hispanic or Latino</th>
<th>Not Hispanic or Latino</th>
<th>Race (Select one or more): White</th>
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<th>American Indian/Alaska Native</th>
<th>Native Hawaiian/Other Pacific Islander</th>
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#### COURSE NUMBER

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**TOTAL DUE:**

**SCC Staff Tuition Waiver:**

Would you like a receipt mailed to you? [ ] Yes [ ] No

For Office Use Only

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 this form to the office; 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. Requests concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Disability, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510.

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)