**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.

**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.

**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**

**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!

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**Location Key**
Falls City, FCLC........ Learning Center at Falls City, 3200 Bill Schock Blvd.
using “the cloud.” Find out about the various providers, pros, cons, and more.

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.

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.

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.”

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 to, 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/scconlinecourses.

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

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

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.ed2go.com/sccne and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, gender identity, and/or gender expression, as specified by state and federal laws.

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) this is not a For Office Use Only.

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu.
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.