Computers & Technology: Getting Started
Fall 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.

<table>
<thead>
<tr>
<th>Falls City Area</th>
<th>$99</th>
<th>AREA-0927-FCUA</th>
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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.

<table>
<thead>
<tr>
<th>Oct. 20</th>
<th>LIVE Online, Zoom</th>
<th>T. Jensen</th>
<th>6-8 p.m.</th>
<th>$29</th>
<th>LLLX-0067-TCFCB</th>
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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.

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<thead>
<tr>
<th>Falls City Area</th>
<th>$35</th>
<th>AREA-0880-FCUA</th>
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**NEW! iPhone App Store, Messaging & More**
Expand your understanding of what your iPhone can do for you! Discover all the new messaging features, texting and video capabilities. We'll dig deeper into the App Store to take advantage of all that is offered from your iPhone.

Required: iPad or iPhone, preferably purchased within the last two years and the operating system updated to the most recent release. Plan on watching this zoom class on your computer or laptop so that you can have your phone in hand to work with during class.

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<thead>
<tr>
<th>Oct. 26</th>
<th>LIVE Online, Zoom</th>
<th>T. Jensen</th>
<th>6-8 p.m.</th>
<th>$29</th>
<th>LLLX-0066-TCFCA</th>
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### 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!

Required: Computer or laptop with Zoom installed.

<table>
<thead>
<tr>
<th>Nov. 9-16</th>
<th>LIVE Online, Zoom</th>
<th>T. Meyer</th>
<th>6-8 p.m.</th>
<th>$39</th>
<th>AREA-0934-TCFPA</th>
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</table>

**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.

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<tr>
<th>Sept. 30</th>
<th>LIVE Online, Zoom</th>
<th>Th Toma</th>
<th>6-8 p.m.</th>
<th>$19</th>
<th>AREA-0901-TCFWA</th>
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<tbody>
<tr>
<td>Nov. 11</td>
<td>LIVE Online, Zoom</td>
<td>Th Toma</td>
<td>6-8 p.m.</td>
<td>$19</td>
<td>AREA-0901-TCFWB</td>
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### Classes for Seniors

**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!

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<thead>
<tr>
<th>Oct. 15</th>
<th>LIVE Online, Zoom</th>
<th>F</th>
<th>Noon-1 p.m.</th>
<th>$10</th>
<th>AREA-6660-TCFHA</th>
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For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

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.
Online Buying & Selling
Have you thought about selling your stuff online? 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.

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

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-428-0072 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
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
Name: Last
First
Middle Initial
City
State
Zip
County #
Email Address
Cell Phone
Home
Business Phone
Ethnicity (select one):
   Hispanic or Latino
   Not Hispanic or Latino
Race (Select one or more):
   White
   Asian
   Native Hawaiian/Other Pacific Islander
   Black/African-American
Nebraska Resident
Non-Resident

COURSE NUMBER
TITLE
START DATE
STUDENT PAYMENT

TOTAL DUE

Would you like a receipt mailed to you?
Yes
No

SCC Staff Taxation Waiver

ID# __________________

For Office Use Only
TOTAL DUE

Signature

PLEASE PRINT

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.

www.ed2go.com/sccne
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.

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* 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.