

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.

Keyword: Computer

Falls City Area	\$99	AREA-0927-FCUA
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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

Oct. 20	W	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0673-TCFCB	

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!

Keyword: Apps

Oct. 15	F	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCFHA	

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

Falls City Area	\$35	AREA-0880-FCUA
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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.

Keyword: iPhone

Oct. 26	T	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0666-TCFCA	

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!

Keyword: Zoom

Nov. 9-16	T	6-8 p.m.	\$39
LIVE Online, Zoom	Meyer	AREA-0934-TCFPA	

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.	\$19
LIVE Online, Zoom	Toma	AREA-0901-TCFWA	
Nov. 11	Th	6-8 p.m.	\$19
LIVE Online, Zoom	Toma	AREA-0901-TCFWB	

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/sccconlinecourses>.

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.



Oct. 18 M 6-8 p.m. \$29
LIVE Online, Zoom T. Jensen LLLX-0531-TCFCA

Keyword: Selling

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.



Oct. 20 W 6-8 p.m. \$29
LIVE Online, Zoom T. Jensen LLLX-0673-TCFCB

Keyword: Passwords

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!

Keyword: Zoom



Nov. 10 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCFFC

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.”



Oct. 12-19 T 6:30-7:30 p.m. \$29
LIVE Online, Zoom Keller LLLX-0113-TCFCA

Keyword: Memories



www.ed2go.com/scrne

BROWSE COURSES IN

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical

Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing

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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/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 800-828-0072 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

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.

PLEASE PRINT

Today's Date

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.