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.

Plattsmouth Area $99 AREA-0927-PLUA

Computer Basics 101
This is a hands-on class in a non-threatening and fun environment for the person who did not grow up in a technology world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the internet.

Class size is limited, and pre-registration is required.

Oct. 13-21 W, Th Lemley 6-8 p.m. $149 AREA-1000-PLFA

How Not to Get a Computer Virus
Learn how to detect and remove computer viruses. Even better, how to avoid them! This class also will cover cleaning up the computer, maintenance to keep it running smoothly, keeping components clean, as well as safe handling.

Nov. 18 Th Jinings 6:30-8:30 p.m. $25 AREA-0885-PLFA

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!

Oct. 15 F Noon-1 p.m. $10 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.

Plattsmouth Area $35 AREA-0880-PLUA

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.

Oct. 26 T 6-8 p.m. $29 LITE Online, Zoom T. Jensen LLXX-0666-TCFCA

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.

Oct. 20 W 6-8 p.m. $29 LITE Online, Zoom T. Jensen LLXX-0673-TCFCA

Keywords:
- Computer
- Passwords
- iPhone
- Smart

Location Key
Plattsmouth, PLLC........ Learning Center at Plattsmouth, 537 Main St.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@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/sccceonlinecourses.
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!

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.

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!
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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.”

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

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu
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.

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### Registration Form - Non-Credit Course

**PLEASE PRINT**

**Today's Date**

<table>
<thead>
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<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
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<th>Not Hispanic or Latino</th>
<th>Race (Select one or more):</th>
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Would you like a receipt mailed to you? 
- Yes
- No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

**ID# __________________**

**DE __________________**

This form is to be used for non-credit courses 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 course(s) I elect; 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 of Registration and Records. Additional courses I choose to add must be paid in full at the time of registration for this form to be processed. Tuition refunds are based on specific dates designated by the Office of Registration and Records. All refunds are subject to a 30% cancellation fee. Tuition for each course will be charged on a per course basis. Any changes in name, address, or registration will be updated after the course begins. A change from a credit course to a non-credit course requires an official application. A change from a non-credit course to a credit course will be handled in the Office of Registration and Records. All fees for the week of the course and prior to the first class meeting are non-refundable.

For the protection of your personal credit card information, do not email this form to SCC. If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

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**301 S. 68th St. Place, Lincoln, NE 68510**

**402-437-2700 • 800-828-0072 • FAX 402-437-2703**

www.southeast.edu/continuing