Computers & Technology: Getting Started
Winter 2022

**INTRODUCTORY CLASSES**

**One-on-One Computer Training: 3 Hours**
Receive 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.

**Get Started with Computers**
Want to learn more about computers? This engaging, hands-on class is for the person who has little to no knowledge about computers but wants to learn! Find out about using Windows, creating and saving documents, getting started with email, and much more.

You must have Windows 10 on your device to attend the section via Zoom.

**NEW! How to Keep Your Family Phones Safe**
Pop quiz: What is Zoomerang? If you’re scratching your head, it’s time to read up on the trendy new social media apps children and young people are using. Facebook friending is just the tip of the iceberg when it comes to online safety. In this class you will see sites and new apps tweens and teens are using these days. You’ll get useful tips for protecting your family from many online safety hazards.

**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.

**iPhone or Android?**
The rivalry continues, but which one is ideal for you? Shopping for phones has changed, and it’s hard to know which one is the best fit. We will cover the pros and cons of each platform so you can feel confident in your next phone purchase.

**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 a smartphone yet, come anyway!

**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 a smartphone yet, come anyway!

**Smartphone Photo Editing & Organization**
Learn how to shoot, edit, organize, and share great smartphone photos.

**For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu**
### iPhone App Store Tutorial, 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 your iPhone offers.

Plan on watching this Zoom class on your computer or laptop so that you can have your phone in hand to work during class.

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<tr>
<td>Jan. 24</td>
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<td>T. Jensen</td>
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**Keyword: iPhone**

### 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.

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**Keyword: Selling**

### Cell Phone Photography

Photography using your phone or tablet is the focus of this class. Techniques in photography, useful apps for photography and editing along with super handy gadgets for your cell or tablet will be explored.

Before the first class, download Snapseed for photo processing on your device. Snapseed is free. Have your mobile device handy as you log into this Zoom class from your desktop or laptop.

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**Keyword: Photography**

### Put the Tech in Traveling

Interested in planning your own road trip, cross country or just using technology on-the-go while vacationing? We will look at technologies that help you learn the places to go and places to avoid. Curious about airline e-tickets, virtual wallet, Lyft, Uber, Air B&B? Join us for an informative Zoom class.

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**Keyword: Traveling**

### Let’s Do Lunch: Exploring Apps (Health & Wellness)

Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

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**Keyword: Exploring**

### Let’s Do Lunch: Basic Zoom

Find out more about all the fun things you can do with Zoom!

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**Keyword: 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 to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software “VueScan.”

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**Keyword: Memories**

### Shutterfly

Are you interested in learning the basic ins and outs of Shutterfly? This is your stop! In this class, we will take a tour of the site, unlock some of the best features and open a whole new world of possibilities for gift options. We also will explore creating a photo book. Join us for a look at this popular and versatile site for photo storage and so much more!

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**Keyword: Shutterfly**

### Using Cloud Storage

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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**Keyword: Cloud**

### NEW! Don’t Get Hacked: Keeping Yourself Cyber Safe

Online security breaches are everywhere, yet most people are terrible about their personal cybersecurity. You will learn how to safely browse the internet, develop secure passwords and recognize common scams. You will discover a variety of tools, most of them free, that can be used for personal online security. Lots of valuable information.

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**Keyword: Hacked**

### Internet

**Check out all classes offered at [www.southeast.edu/WahooLC](http://www.southeast.edu/WahooLC)**

**Find us on Facebook at [www.facebook.com/SCCLearningCenteratWahoo](http://www.facebook.com/SCCLearningCenteratWahoo)**

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 for additional information.

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

I identify as:  Male  Female  X (Gender variant/Non-binary)

- Nebraska Resident  Hispanic or Latino  White  Black/African-American

- Non-Resident  Not Hispanic or Latino  Asian  American Indian/Alaska Native

- American Indian/Alaska Native: __________________  Hispanic or Latino: __________________

- Other: __________________  Not Hispanic or Latino: __________________

- Native Hawaiian/Other Pacific Islander: __________________

- American Indian/Alaska Native: __________________

- Other: __________________

- Native Hawaiian/Other Pacific Islander: __________________

- Race (Select one or more): __________________

- Ethnicity (select one): __________________

I certify: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses I select; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the College procedures in effect at the date I submit the form; 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 S.S. number, 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/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Billings 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.

Today’s Date

Course Number  Title  Start Date  Cost

TOTAL DUE

SCC Staff Tuition Waiver

Would you like a receipt mailed to you?  Yes  No

For Office Use Only

ID # __________________

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