

## 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.

**Keyword: Computer**

Nebraska City	\$99	AREA-0927-NCSA
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#### 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.

**Keyword: Computer**

March 2	W	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-0928-TCSFA	

#### Windows 10

This course introduces you to Windows 10, Microsoft's newest operating system. Explore the new Start Menu, Tiles and Apps. Discover how to share and organize files and folders.

**Keyword: Windows**

Jan. 11-18	T, Th	6-9 p.m.	\$99
NE City, NCLC, 103	McKinney	OFFT-6890-NCSA	

#### Location Key

NE City, NCLC..... Learning Center at  
Nebraska City, 1406 Central Ave.

For more information, contact **Cindy Meyer**  
at 800-828-0072, ext. 3636, or  
cmeyer@southeast.edu

### 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: Device**

Nebraska City	\$35	AREA-0880-NCSA
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#### 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.



**Keyword: iPhone**

Jan. 11	T	6:30-8:30 p.m.	\$39
LIVE Online, Zoom	Dauel	AREA-6683-TCSYA	

#### 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!

**Keyword: Smartphone**

Jan. 15	S	9:30 a.m.-Noon	\$29
NE City, NCLC, 103	McKinney	AREA-1393-NCSA	
Jan. 27	Th	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-1393-TCSFA	

#### 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!

**Keyword: Smartphone**

Feb. 8	T	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-1394-TCSFA	
Feb. 26	S	9:30 a.m.-Noon	\$29
NE City, NCLC, 103	McKinney	AREA-1394-NCSA	

### JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)  
**Attention: Nebraska City Residents**

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit  
[www.southeast.edu/nebraskacitylc](http://www.southeast.edu/nebraskacitylc)  
or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.



Funds are being provided  
by the **Nebraska City  
Community Foundation Fund**

## 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.



**Keyword: Phones**

Jan. 25	T	6:30-8:30 p.m.	\$29
LIVE Online, Zoom	Uffleman	AREA-1406-TCSYA	

## Smartphone Photo Editing & Organization

Learn how to shoot, edit, organize, and share great smartphone photos.



**Keyword: Phone**

Jan. 13	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-1107-TCSCA	

## 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 with during class.

**Keyword: iPhone**

Jan. 24	M	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0666-TCSCA	

## 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.

**Keyword: Photography**

Jan. 20-Feb. 3	Th	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0080-TCSCA	

## 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.



**Keyword: Traveling**

Jan. 31	M	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-1353-TCSCA	

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

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



**Keyword: Exploring**

Jan. 25	T	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFA	

## INTERNET

### Just Google It!

You can use the internet to find many things: What kind of bird is in my backyard? How do I change the font size on my phone? We live in the Information age, but it requires some skill to access the specific information you need. You will practice different methods in finding the answers to your questions on the internet.

**Keyword: Google**

March 19	S	9:30 a.m.-Noon	\$35
NE City, NCLC, 103	McKinney	AREA-0896-NCSA	

## 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.



**Keyword: Cloud**

Jan. 6	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0670-TCSCA	
Feb. 17	Th	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-0901-TCSWA	

## 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.

**Keyword: Selling**

Jan. 6	Th	6-8 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCSCA	



## 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.



**Keyword: Hacked**

Jan. 13-27	Th	6:30-7:30 p.m.	\$29
LIVE Online, Zoom	Cano	LLLX-1355-TCSCA	

### Location Key

NE City, NCLC..... Learning Center at Nebraska City,  
1406 Central Ave.



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. 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>.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

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

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

**Keyword: Exploring**

Jan. 25 T Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFA



## Let's Do Lunch: Basic Zoom

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

**Keyword: Zoom**

Feb. 24 Th Noon-1 p.m. \$10  
LIVE Online, Zoom AREA-6665-TCSFB



## 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."

**Keyword: Memories**

Feb. 1-8 T 6:30-7:30 p.m. \$29  
LIVE Online, Zoom Keller LLLX-0113-TCSCA



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. 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>.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

## 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!



**Keyword: Shutterfly**

March 1 T 6-7:30 p.m. \$19  
LIVE Online, Zoom AREA-3105-TCSFA

March 24 Th 6-7:30 p.m. \$19  
LIVE Online, Zoom Van Winkle

Registration Deadline: March 22 LLLX-0239-TCSCA



[www.ed2go.com/scce](http://www.ed2go.com/scce)

## 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**

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

Check out all classes offered at [www.southeast.edu/NebraskaCityLC](http://www.southeast.edu/NebraskaCityLC)  
Find us on Facebook at [www.facebook.com/SCCLearningCenteratNebraskaCity](http://www.facebook.com/SCCLearningCenteratNebraskaCity)

**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

Today's Date

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

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://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		<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](mailto: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.



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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](http://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.