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.

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<tr>
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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.

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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.

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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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**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.

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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!

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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!

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**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 or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

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

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

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

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

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

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

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.

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

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.

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

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.

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

Let’s Do Lunch: Exploring Apps (Health & Wellness)
Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

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

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.

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

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.

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

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu
Let’s Do Lunch: Exploring Apps (Health & Wellness)
Focus on exploring applications on your smartphone/tablet focusing on getting healthy and promoting wellness.

| Jan. 25 | T | Noon-1 p.m. | $10 |
|        |   | LIVE Online, Zoom |   |

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

| Feb. 24 | Th | Noon-1 p.m. | $10 |
|        |   | LIVE Online, 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.”

| Feb. 1-8 | T | 6:30-7:30 p.m. | $29 |
|         |   | LIVE Online, Zoom |   |

Shutterfly
Are you interested in learning the basics 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!

| March 1 | T | 6:30 p.m. | $19 |
|        |   | AREA-3105-TCSFA |   |

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

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.

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.

Check out all classes offered at www.southeast.edu/NebraskaCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

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

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

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 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.

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 □ Nebraska Resident □ Non-Resident | 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

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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 Signature Waiver ( )

TOTAL DUE $  

FOR OFFICE USE ONLY

ID# ____________________________________________

DE ____________________
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.