

Computers & Technology: Getting Started

Spring 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

Falls City Area	\$99	AREA-0927-FCSA
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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

May 4	W	9-11:30 a.m.	Steinhauser	\$29
Falls City, FCLC, 102			AREA-0928-FCSC	
LIVE Online, Zoom			AREA-0928-TCSFB	
June 2	Th	5:30-8 p.m.	Steinhauser	\$29
Falls City, FCLC, 102			AREA-0928-FCUA	
LIVE Online, Zoom			AREA-0928-TCUFA	

MACINTOSH CLASSES

NEW! All Things Apple

Do you have a Mac computer, or an iPad, or an iPhone, or an Apple Watch, or even a Home Pod? From editing photos to word processing to spreadsheets to turning on and off the lights in your home, these high-tech devices can be easy to use and fun. We will touch on some of the more useful features of Apple's amazing products, as well as demonstrate some practical features and apps to help make your life a bit easier.

Keyword: Apple

April 19-May 3	T	6:30-7:30 p.m.		\$49
LIVE Online, Zoom		Keller	LLX-0663-TCSCA	

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

Falls City Area	\$35	AREA-0880-FCSA
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Smartphone Basics: iPhone

You have a new iPhone, but how do you use it? We will teach you about icons, apps and other features on your smartphone! This class is 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

April 12	T	5:30-8 p.m.	Steinhauser	\$29
Falls City, FCLC, 102			AREA-1393-FCSB	
LIVE Online, Zoom			AREA-1393-TCSFB	

Smartphone Basics: Android

You have a new Android, but how do you use it? We will teach you about icons, apps and other 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

June 7	T	5:30-8 p.m.	Steinhauser	\$29
Falls City, FCLC, 102			AREA-1394-FCUA	
LIVE Online, Zoom			AREA-1394-TCUFA	

Location Key

Falls City, FCLC..... Learning Center at Falls City, 3200 Bill Schock Blvd.



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/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.

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 what 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

April 12	T	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0666-TCSCB	



NEW! All Things Apple

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Keyword: Apple

April 19-May 3	T	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0663-TCSCA	



Mobile Device 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-handly 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

April 11-25	M	6:30-7:30 p.m.	\$49
LIVE Online, Zoom	Keller	LLLX-0080-TCSCB	



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, or Air B&B? Join us for an informative Zoom class.

Keyword: Traveling

April 13	W	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-1353-TCSCB	



Location Key

Falls City, FCLC..... Learning Center at Falls City, 3200 Bill Schock Blvd.

INTERNET

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

June 22	W	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-0901-TCUWA	



Passwords, Logins, IDs; OH MY!

In this age of electronic information and security concerns, password management is a must. Come 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 the Zoom on a desktop/laptop and have your mobile device fully charged.

Keyword: Passwords

April 6	W	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0673-TCSCA	



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

April 11	M	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCSCB	



NEW! Let's Do Lunch: How Does TeleHealth Work

Learn how to schedule a telehealth visit, how they work, and why they are right for some people.

Keyword: TeleHealth

May 4	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSHA	



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."

Keyword: Memories

April 5-12	T	6:30-7:30 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSCB	



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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/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.

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.

REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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.

* 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

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 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"/> X (Gender variant/Non-binary)		<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.