

## 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**

Plattsmouth Area      \$99      AREA-0927-PLSA

#### 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.	\$29
LIVE Online, Zoom	Steinhauser	AREA-0928-TCSFB	
June 2	Th	5:30-8 p.m.	\$29
LIVE Online, Zoom	Steinhauser	AREA-0928-TCUFA	



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/sccceonlinecourses>.

**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.

#### Location Key

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

### MACINTOSH CLASSES

#### Apple iPad Level 1

This hands-on course will help you get up and running with your iPad. Whether you have just purchased the iPad, want to learn how to get more out of the many features available or are deciding whether to purchase one, this course is for you!

Bring your fully charged iPad, if you have one, and iTunes password to class. Register on Apple before the class starts. Need assistance with registering your iPad? Visit [www.apple.com/support/ipad/getstarted/](http://www.apple.com/support/ipad/getstarted/).

**Keyword: iPad**

April 25      M      6-8:30 p.m.      \$29  
Plattsmouth, PLLC, 102      Warga      AREA-1380-PLSA

#### 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      LLLX-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**

Plattsmouth Area      \$35      AREA-0880-PLSA

#### 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.      \$29  
LIVE Online, Zoom      Steinhauser      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.      \$29  
LIVE Online, Zoom      Steinhauser      AREA-1394-TCUFA

## 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

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	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	

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or [lblitz@southeast.edu](mailto:lblitz@southeast.edu)

## 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**

April 12	T	6-8 p.m.	\$29
Plattsouth, PLLC, 102	Warga	AREA-0901-PLSA	
May 11	W	9:30-11:30 a.m.	\$29
Plattsouth, PLLC, 102	Warga	AREA-0901-PLSB	
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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Check out all classes offered at [www.southeast.edu/PlattsouthLC](http://www.southeast.edu/PlattsouthLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratPlattsouth](https://www.facebook.com/SCCLearningCenteratPlattsouth)

**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](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
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"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian <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. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [www.southeast.edu/diversity](http://www.southeast.edu/diversity) \* The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.