

Computers & Technology: Getting Started

Summer 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-PLUA

Computer Basics 101

This is a hands-on class in a non-threatening and fun environment for the person who did not grow up in a technology world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the internet.

Class size is limited, and pre-registration is required.

Keyword: Computer

July 19-28 T, Th 6-8 p.m. \$149
Plattsmouth, PLLC, 102 Lemley AREA-1000-PLUA

MACINTOSH CLASSES

All Things Apple

Do you have a Mac computer, iPad, iPhone, 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

Aug. 16-30 T 6:30-7:30 p.m. \$49
LIVE Online, Zoom Keller LLLX-0663-TCUCA

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-PLUA



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.



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

Aug. 30 T 5:30-8 p.m. \$29
LIVE Online, Zoom Steinhauser AREA-1393-TCFFA

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

Sept. 13 T 5:30-8 p.m. \$29
LIVE Online, Zoom Steinhauser AREA-1394-TCFFA

NEW! Let's Do Lunch: Learn about Smartphones

Got a new Smartphone and want to learn basic tips and tricks?



Keyword: Smartphones

June 30 Th Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCUFB

NEW! Let's Do Lunch: What's App?

Learn more about some of the newest phone applications!



Keyword: App

July 27 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCUFC

All Things Apple

Do you have a Mac computer, iPad, iPhone, 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

Aug. 16-30 T 6:30-7:30 p.m. \$49
LIVE Online, Zoom Keller LLLX-0663-TCUCA

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Location Key

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

INTERNET

Passwords, Logins, IDs; OH MY!

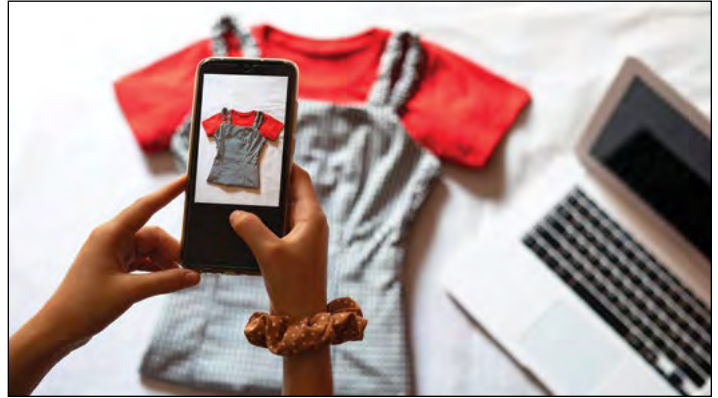
In this age of electronic information and security concerns, password management is a must. Come discover best practices to keep your passwords and private information secure. We'll cover both mobile and home data security.



You will want to watch the Zoom on a desktop/laptop and have your mobile device fully charged.

Keyword: Passwords

July 27	W	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0673-TCUCA	



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

July 13	W	7-9 p.m.	\$29
LIVE Online, Zoom	T. Jensen	LLLX-0531-TCUCA	



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.

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook® at www.facebook.com/SCCLearningCenteratPlattsmouth

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 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. 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 *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.

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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
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.