

Computers & Technology: Getting Started

Fall 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-PLFA

Learning Windows 10

Get up to speed on the basics of your Windows 10 Operating System, working with the new Start menu, desktop, folders, and files. You also will learn how to send and receive email, surf the internet, work with photos and videos, and listen to music. How to adjust settings also will be covered.

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

Keyword: Windows

Oct. 12 W 9:30 a.m.-12:30 p.m. \$29
Weeping Water, WWPL Warga AREA-0902-PLFA

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

Nov. 2-16 W 6:30-7:30 p.m. \$49
LIVE Online, Zoom Keller LLLX-0663-TCFCA

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-PLFA

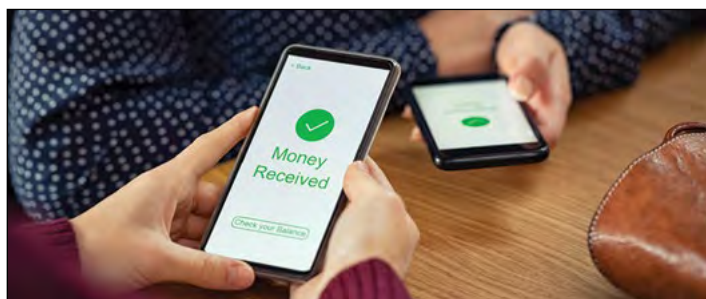
iPhone Tips & Tricks

Take advantage of the features your iPhone or iPad offers. We will help you with tips in messages, phone calls and camera and as time allows, iCloud, storage and other apps.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. Be sure your device is fully charged before coming to class.

Keyword: iPhone

Oct. 19 W 9:30-11:30 a.m. \$29
Plattsmouth, PLLC, 102 Warga AREA-0894-PLFA



NEW! Learn the New Way to Pay: PayPal, Venmo & More . . .



Learn the very easy, safe and common ways to pay your way. Whether you are paying for a marketplace item, eBay or just friends and family. We will cover new methods and technologies to pay with your mobile device or online with your home computer. Discover Payday, Venmo, CashApp, ApplePay and more.

Keyword: Pay

Oct. 18 T 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-1354-TCFCA

iPhone Tutorial: Apps, Messaging & More



Expand your understanding of what your iPhone can do for you. Discover all of the 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/laptop so that you can have your phone in hand to work with during class. Have your phone fully charged.

Keyword: iPhone

Oct. 25 T 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-0666-TCFCA



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.
Weeping Water, WWPL Weeping Water Public Library,
101 W. Eldora Ave., Suite 2

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

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

Nov. 2-16 W 6:30-7:30 p.m. \$49
LIVE Online, Zoom Keller LLLX-0663-TCFCA

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: Travel

Oct. 19 W 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-1353-TCFCA

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

Oct 12 W 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-0673-TCFCA

Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!



Keyword: Zoom

Nov. 9-16 W 6-7:30 p.m. \$39
LIVE Online, Zoom Meyer AREA-0934-TCFNA

NEW! Learn the New Way to Pay: PayPal, Venmo & More . . .



Learn the very easy, safe and common ways to pay your way. Whether you are paying for a marketplace item, eBay or just friends and family. We will cover new methods and technologies to pay with your mobile device or online with your home computer. Discover Payday, Venmo, CashApp, ApplePay and more.

Keyword: Pay

Oct. 18 T 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-1354-TCFCA



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

Oct. 11 T 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-0531-TCFCA

Tired of Cable TV, Dish or Direct TV? Cut the Cord!

Take a look at all of the streaming services available to you to help you make a choice if you want to move to this new era of watching "TV" and other media content. We will cover Hulu Live, YouTubeTV, AppleTV+, Sony Vue, Netflix, and others.



Keyword: Cable

Oct. 26 W 7-9 p.m. \$29
LIVE Online, Zoom Jensen LLLX-1154-TCFCA

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/scconlinecourses>.

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.

ed2go.com/scce

BROWSE COURSES IN

<ul style="list-style-type: none"> Accounting and Finance Business College Readiness Computer Applications Design and Composition Health Care and Medical 	<ul style="list-style-type: none"> Language and Arts Law and Legal Personal Development Teaching and Education Technology Writing and Publishing
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For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

**Check out all classes offered at southeast.edu/PlattsmouthLC
Find us on Facebook® at 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.



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 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. 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.

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

