

Computers & Technology: Getting Started

Winter 2023

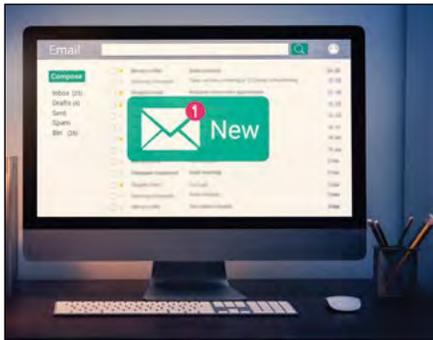
INTRODUCTORY CLASSES

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

Nebraska City Area \$99 AREA-0927-NCSA



NEW! Practical Computer Basics

Begin with the Start menu, then learn about your desktop files and folders. Practice sending, receiving, deleting, and saving emails. It really gets fun when you gain tips on surfing the internet and working with photos, videos and music!

Keyword: Computer

Feb. 15 W 1-4 p.m. \$39
NE City, NCLC, 104 Warga AREA-0922-NCSA

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.



Keyword: Computer

Jan. 24 T 5:30-8 p.m. \$29
LIVE Online, Zoom Steinhauser AREA-0928-TCSFA

How Do You Back Up a Computer?

Learn the basics of backing up a computer, including a simple data backup to a total "restore" of the operating system. Learn the different avenues and the advantages of each, i.e., disk, flash drive, external hard drive, and the web. Learn through our discussion how to do it on your desktop at home or you may bring your own computer to follow along step by step.

If you bring your own computer, bring along a 32 GB flash drive or an external hard drive (120 GB or larger). Basic computer knowledge and skills are needed to be successful.

Keyword: Computer

Feb. 11 S 9:30 a.m.-Noon \$39
NE City, NCLC, 103 McKinney AREA-0888-NCSA

Virtual Reality 101: Emerging Technologies

VR, AR, MR, 360 Photo/Video, Metaverse—ever wonder what it all means? We'll examine some of the key features and benefits of these emerging technologies, as well as the practical uses. We'll cover some of the best games and other platforms that this technology currently exists on.



Keyword: Virtual

Feb. 11 S 1-4 p.m. \$49
NE City, NCLC, 103 McKinney AREA-1407-NCSA

MACINTOSH CLASSES

iTunes: Work It, Play It, Manage It

Rent or buy movies and download your favorite TV shows. iTunes is home to Apple™ music, where you can listen to millions of songs. You also can subscribe to podcasts, manage libraries, use iCloud to store your music, create playlists, and download CDs.

You should have basic computer experience but are not required to bring CDs or devices like iPod or MP3 players to class.

Keyword: iTunes

Jan. 14 S 1-4 p.m. \$49
NE City, NCLC, 103 McKinney AREA-0904-NCSA

Location Key

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

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.



Funds are being provided by the
**Nebraska City Community
Foundation Fund**



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.

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@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
\$49

Jan. 18-Feb. 1 W 6:30-7:30 p.m.
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

Nebraska City \$35 AREA-0880-NCSA



iPhone/iPad Tips & Tricks

Take advantage of the features your iPhone and iPad offers. We will provide tips on messaging, phone and camera functions, iCloud storage and helpful apps.

Instruction covers any iOS device, including iPads and iPhones, preferably purchased within the last two years and the operating system updated to the most recent release. Be sure your device is fully charged. You will need your userID and passwords in class.

Keyword: iPhone

March 15 W 1-3 p.m.
NE City, NCLC, 104 Warga AREA-0894-NCSA \$29

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

Feb. 23 Th 5:30-8 p.m.
LIVE Online, Zoom Steinhauser AREA-1393-TCSCA \$29



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

Jan. 19 Th 5:30-8 p.m.
LIVE Online, Zoom Steinhauser AREA-1394-TCSCA \$29

iPhone: What It Can Do for You

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

Jan. 26 Th 7-9 p.m.
LIVE Online, Zoom Jensen LLLX-0666-TCSCA \$29

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

Jan. 18-Feb. 1 W 6:30-7:30 p.m.
LIVE Online, Zoom Keller LLLX-0663-TCSCA \$49

iTunes: Work It, Play It, Manage It

Rent or buy movies and download your favorite TV shows. iTunes is home to Apple™ music, where you can listen to millions of songs. You also can subscribe to podcasts, manage libraries, use iCloud to store your music, create playlists, and download CDs.

You should have basic computer experience but are not required to bring CDs or devices like iPod or MP3 players to class.

Keyword: iTunes

Jan. 14 S 1-4 p.m.
NE City, NCLC, 103 McKinney AREA-0904-NCSA \$49

Let's Do Lunch: What's App?

What are some of the newest smartphone apps available? Learn more about your phone applications!



Keyword: App

Feb. 16 Th Noon-1 p.m.
LIVE Online, Zoom AREA-6665-TCSCA \$10

Instagram for Beginners

Since its launch, Instagram has become a popular way to connect with friends, family, brands, celebrities, and more. You will create an account, set up a profile, and learn to upload photos and videos.



Have your mobile device fully charged. NOTE: This is a personal Instagram class, not a business focus.

Keyword: Instagram

Jan. 30 M 6-8 p.m.
LIVE Online, Zoom Toma AREA-1408-TCSCA \$29



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.

Location Key

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

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



Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet

Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!



Keyword: Video

Jan. 24	T	6:30-7:30 p.m.	\$10
LIVE Online, Zoom	Fangmeier	AREA-1411-TCSFA	

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.

Keyword: Google

Jan. 14	S	9:30 a.m.-Noon	\$39
NE City, NCLC, 103	McKinney	AREA-0896-NCSA	

OneDrive for Business

Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Covering both the desktop client app and the browser version, this course shows how to upload, share, copy, delete, and download files and folders, integrate with Office 365 Online and working on files simultaneously with coworkers.

Keyword: Business

Jan. 18	W	6-9 p.m.	\$49
NE City, NCLC, 106	McKinney	OFFT-7327-NCSA	

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

March 1-8	W	6-7:30 p.m.	\$49
NE City, NCLC, 104	Meyer	AREA-0934-NCSA	

iTunes: Work It, Play It, Manage It

Rent or buy movies and download your favorite TV shows. iTunes is home to Apple™ music, where you can listen to millions of songs. You also can subscribe to podcasts, manage libraries, use iCloud to store your music, create playlists, and download CDs.

You should have basic computer experience but are not required to bring CDs or devices like iPod or MP3 players to class.

Keyword: iTunes

Jan. 14	S	1-4 p.m.	\$49
NE City, NCLC, 103	McKinney	AREA-0904-NCSA	

Using Cloud Storage

This class will show you how to set up online storage. Topics include SkyDrive, Google drive, Amazon drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.



Keyword: Cloud

Jan. 23	M	6-8 p.m.	\$19
LIVE Online, Zoom	Toma	AREA-0901-TCSWA	

NEW! Let's Do Lunch: Email Marketing with Constant Contact

Looking for an easy way to get the word out about your business? Learn more about email marketing while you eat lunch!

Keyword: Email

Feb. 22	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFD	



NEW! Let's Do Lunch: Small Business Online Marketing Strategies

Learn great marketing ideas for your small business or organization.

Keyword: Business

March 8	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFE	



Let's Do Lunch: Learn about Canva

Create social media posts or other informational graphic images with Canva. Best of all it's free!

Keyword: Canva

March 23	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFF	



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.

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

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.

NEW! Let's Do Lunch: How to Create Facebook Ads

Learn how to create, publish, purchase, and track performance of ads on Facebook.

This class was designed for Ashland Economic Development Corporation members, but anyone interested can enroll.



Keyword: Facebook

Jan. 19	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom	Ord	AREA-6665-TCSWA	

NEW! Blogging for Beginners

Creating blog posts is an excellent way to share your passion, showcase expertise or create an online presence. You will learn the steps to starting, creating content for and maintaining your blog. Different platforms, social media and marketing techniques will be discussed.



NOTE: This is a personal blog class, not a business focus.

Keyword: Blogging

March 22	W	6-8 p.m.	\$29
LIVE Online, Zoom	Ord	AREA-1410-TCSWA	

Instagram for Beginners

Since its launch, Instagram has become a popular way to connect with friends, family, brands, celebrities, and more. You will create an account, set up a profile, and learn to upload photos and videos.



Have your mobile device fully charged. NOTE: This is a personal Instagram class, not a business focus.

Keyword: Instagram

Jan. 30	M	6-8 p.m.	\$29
LIVE Online, Zoom	Toma	AREA-1408-TCSWA	

Video Chatting

Prerequisite: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet

Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!



Keyword: Video

Jan. 24	T	6:30-7:30 p.m.	\$10
LIVE Online, Zoom	Fangmeier	AREA-1411-TCSWA	

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

Jan. 23	M	7-9 p.m.	\$29
LIVE Online, Zoom	Jensen	LLLX-0531-TCSWA	

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

Take a look at all of the streaming services available 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

Jan. 25	W	7-9 p.m.	\$29
LIVE Online, Zoom	Jensen	LLLX-1154-TCSWA	

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

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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

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.

PLEASE PRINT

Today's Date

___/___/___

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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <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
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.