



# LEARNING CENTER

at Plattsmouth

## NEW! Back It Up

This class is for anyone who wants to have control over their data and its safety. We will learn the basics of backing up your computer, including a simple data backup to a total "restore" of the operating system. Learn the advantages of using disk, flash drive, external hard drive, and the Web. Students will leave class feeling confident about backing up and restoring their own data.

If you bring your own computer, please 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.

Wed., Sept. 6 6:30-8:30 p.m. \$19  
Room 102 Glenn AREA-0892-PLUA

## Take Off with Twitter

Take the next steps into social media marketing and start "tweeting." In this interactive class you will SET UP a Twitter account, learn the language (what is a hashtag?) and much more. If you don't have a Twitter account but want one, this class is for you.

Wed., July 26 6-8 p.m. \$29  
Room 103 Baumgardner AREA-1384-PLUA

All classes will be held at the  
**Plattsmouth Learning Center**  
537 Main St., Plattsmouth, NE

>>Note: Tuition must be paid at the time of registration.

For more information, contact **Lyn Belitz** at 402-437-2298 or lbelitz@southeast.edu

## Facebook© is for You

Get face to face with Facebook©. Learn all the neat things this popular social media site can do. Surprise your children, grandchildren and friends with your newfound knowledge. Connect with relatives, friends and even high school and college classmates. Spruce up your profile with information and pictures, all while learning to use Facebook© safely.

You will need an email address to set up a Facebook© account.

Wed., July 12 6-9 p.m. \$29  
Room 103 Baumgardner AREA-1501-PLUA  
Tues., Aug. 29 9 a.m.-Noon \$29  
Room 103 Baumgardner AREA-1501-PLUB

## 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.

Mon. & Wed., July 24-Aug. 2 6:30-8:30 p.m. \$49  
Room 102 Glenn AREA-1000-PLUA

## REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to:  
**Southeast Community College, Continuing Education**  
301 S. 68th St. Place, Lincoln, NE 68510  
FAX: 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](http://www.southeast.edu/collegecatalog) for additional information.

PLEASE PRINT

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	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 or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	
Home Phone							

Please  Back It Up • Sept. 6 (\$19, AREA-0892-PLUA)  Facebook© is for You • Aug. 29 (\$29, AREA-1501-PLUB)  Word 2013: Basic • Aug. 30 (\$99, OFFT-6963-PLUA)  
Check:  Take Off with Twitter • July 26 (\$29, AREA-1384-PLUA)  Computer Basics 101 • July 24-Aug. 2 (\$49, AREA-1000-PLUA)  Word 2013: Intermediate • Sept. 13 (\$99, OFFT-6964-PLUA)  
 Facebook© is for You • July 12 (\$29, AREA-1501-PLUA)  Computer Basics 201 • Aug. 7-16 (\$49, AREA-1002-PLUA)

### 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	SCC Staff Tuition Waiver ( )	FOR OFFICE USE ONLY ID# _____ DE _____
<b>TOTAL DUE</b>		

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 joto@southeast.edu.

## Southeast community college

### 2017 QUARTER

<input checked="" type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING

## Computer Basics 201

After a brief overview of Computer Basics 101, you will expand on the topics of safely navigating the World Wide Web, finding helpful information on the Web, saving and downloading items to your hard drive, organizing email, and gaining confidence with attachments. Customize your desktop, start menu and taskbar to make your computer quick and easy to use.



*It is strongly recommended student takes Computer Basics 101 or have equivalent experience before taking this class. Having a computer at home is helpful for practice.*

Mon. & Wed., Aug. 7-16 6:30-8:30 p.m. \$49  
Room 102 Glenn AREA-1002-PLUA

All classes will be held at the  
**Plattsmouth Learning Center**  
537 Main St., Plattsmouth, NE

## Word 2013: Basic

*Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience*



After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. They will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

*Required book is available at the SCC Campus Store during regular business hours, by phone at 402-437-2560 or online at [www.sccbookstore.com](http://www.sccbookstore.com). Please allow 7-10 days for delivery.*

Wed., Aug. 30 9:30 a.m.-5 p.m. \$99  
Room 102 Glenn OFFT-6963-PLUA

## Word 2013: Intermediate

*Prerequisite: Word Basic or equivalent experience*

Participants will work with styles, sections and columns and will use the Navigation pane to work with outlines. You will format tables, print labels and envelopes, and work with graphics. You also will use document templates, manage document revisions and work with Web features.

*Required book is available at the SCC Campus Store during regular business hours, by phone at 402-437-2560 or online at [www.sccbookstore.com](http://www.sccbookstore.com). Please allow 7-10 days for delivery.*

Wed., Sept. 13 9:30 a.m.-5 p.m. \$99  
Room 102 Glenn OFFT-6964-PLUA

For more information, contact **Lyn Belitz** at 402-437-2298 or [lbelitz@southeast.edu](mailto:lbelitz@southeast.edu).

**Register early before  
the classes fill up!**

# 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**. You also will receive an email with this same information 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.

**“Southeast community college**

Jack J. Huck Continuing Education Center,  
301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703

*\* 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.*