Software Applications

One Drive 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.

Nebraska City Residents: Job Enhancement Scholarship eligible. ***Keyword: Business***

April 9	T	1-4 p.m.	$49
NE City, NCLC, 104	McKinney	OFFT-7327-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?

Eligibility Requirements:
- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

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

For more information, visit **southeast.edu/nebraskacitylc** or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

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Check out all classes offered at southeast.edu/NebraskaCityLC

Find us on Facebook at facebook.com/SCCLearningCenteratNebraskaCity

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Southeast
COMMUNITY COLLEGE

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

Today's Date
___/___/___

* Required   **PLEASE PRINT**

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit **southeast.edu/academics/college-catalog.php** 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 ❑ Home	Business Phone

I identify as: ❑ Male ❑ Female ❑ Nebraska Resident ❑ Non-Resident

Ethnicity (select one): ❑ Hispanic or Latino ❑ Not Hispanic or Latino

Race (Select one or more): ❑ White ❑ Asian ❑ American Indian/Alaska Native ❑ Native Hawaiian/Other Pacific Islander ❑ Black/African-American

COURSE NUMBER	TITLE	START DATE	COST
___ ___ ___ - ___ - ___			$
___ ___ ___ - ___ - ___			$
___ ___ ___ - ___ - ___			$
___ ___ ___ - ___ - ___			$

SIGNATURE _____

❑ Check ❑ Mastercard ❑ AMEX ❑ Discover ❑ VISA V Code _____
(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

Name as it appears on card: _____ Exp.Date _____

CC # _____

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 _____

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.

Southeast Community College
CONTINUING EDUCATION

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

* 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.