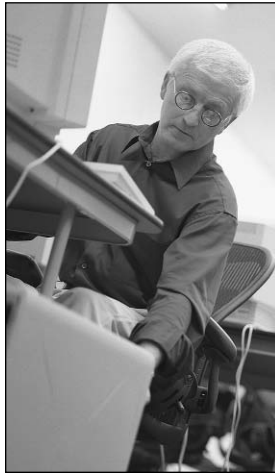


# CLASSES FOR SENIOR CITIZENS



Continuing Education



## COMPUTER FUNDAMENTALS FOR THE SENIOR CITIZEN

*(Novice Level for Senior Citizens)*  
While open to anyone, this class is specifically designed for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc); basic elements of the Windows operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the Internet, World Wide Web and e-mail. This class provides time

for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills. If you are not sure which Windows class to enroll in, please call 402-437-2709. It is strongly recommended that participants have a computer at home on which to practice.

## WINDOWS XP & OFFICE 2003

Required book available in the SCC Bookstore.  
**Course Number:** OFFT-3501-CEFA **Tuition:** \$129  
**Dates:** Oct. 13–Nov. 5, 2009 **Sessions:** 8  
**Days:** Tuesdays and Thursdays **Instructor:** Olson  
**Time:** 1:30–4:30 p.m.  
**Location:** SCC Continuing Education Center  
 301 S. 68th St. Place, Lincoln, NE • Room 407

## WINDOWS VISTA & OFFICE 2007

Required course notes available at the SCC Bookstore.  
**Course Number:** OFFT-3503-CEFA **Tuition:** \$129  
**Dates:** Nov. 10–Dec. 8, 2009 **Sessions:** 8  
**Days:** Tuesdays and Thursdays **Instructor:** Olson  
**Time:** 1:30–4:30 p.m.  
**Location:** SCC Continuing Education Center  
 301 S. 68th St. Place, Lincoln, NE • Room 402

## WINDOWS XP FOR SENIORS

*(Elementary Level) (Prerequisite: Computer Fundamentals for Seniors, OFFT-3501)*

While open to anyone, this class is specifically designed for the senior citizen who is a new user to the XP operating system. Topics include using the menu bar, toolbars, find files, create shortcuts, and create and move files. Learn how to use Windows Explorer, change your screen saver and other desktop settings, change mouse and display settings, and cleaning old files and programs from your computer using the recycle bin. Required book available in SCC Bookstore.

**Course Number:** OFFT-3515-CEFA **Tuition:** \$79  
**Dates:** Nov. 13–Dec. 11, 2009 (No class Nov. 27)  
**Days:** Fridays **Sessions:** 4  
**Time:** 1:30–4:30 p.m. **Instructor:** Olson  
**Location:** SCC Continuing Education Center  
 301 S. 68th St. Place, Lincoln, NE • Room 407

## WINDOWS VISTA FOR SENIORS

*(Elementary Level) (Prerequisite: Computer Fundamentals for Seniors, OFFT-3501)*

You will learn to safely operate this powerful new Windows Vista Operating System with time for lots of hands on the computer and personal attention from the instructor. This class is suitable for new users of Vista and those transitioning from the Windows XP system. Topics include working with Vista: Desktop, Disks and Other Removable Media, Files and Folders, Organizing and Protecting Information, Vista Programs, Add and Remove Hardware and Software, using the Internet and Multimedia with Vista. Required book available in the SCC Bookstore.

**Course Number:** OFFT-3517-CEUA **Tuition:** \$79  
**Dates:** Sept. 22–Oct. 1, 2009 **Sessions:** 4  
**Days:** Tuesdays and Thursdays **Instructor:** Olson  
**Time:** 1:30–4:30 p.m.  
**Location:** SCC Continuing Education Center  
 301 S. 68th St. Place, Lincoln, NE • Room 402

**Course Number:** OFFT-3517-CEFA **Tuition:** \$79  
**Dates:** Dec. 10–22, 2009 **Sessions:** 4  
**Days:** Tuesdays and Thursdays **Instructor:** Olson  
**Time:** 1:30–4:30 p.m.  
**Location:** SCC Continuing Education Center  
 301 S. 68th St. Place, Lincoln, NE • Room 402

For more information, contact **Amy Chesley** at 402-437-2709; 1-800-828-0072, ext. 2709; or achesley@southeast.edu.

### REGISTRATION FORM - NON-CREDIT COURSE

**Southeast community college**

Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**  
**301 S. 68th Street Place, Lincoln, NE 68510**  
**FAX: (402) 437-2703**

*Include credit card information or Letter of Authorization for third-party billing. 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 the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.*

**PLEASE PRINT**

2009 QUARTER	
<input checked="" type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input checked="" type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number		Name: Last		First		Middle Initial		E-mail 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	Race: (Used for statistical purposes only) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other			Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska		Home Phone

Please select all that apply:  Windows XP & Office 2003 • \$129 Oct. 13 • OFFT-3501-CEFA  Windows Vista & Office 2007 • \$129 Nov. 10 • OFFT-3503-CEFA  Windows XP for Seniors • \$79 Nov. 13 • OFFT-3515-CEFA  Windows Vista for Seniors • \$79 Sept. 22 • OFFT-3517-CEUA  Dec. 10 • OFFT-3517-CEFA

#### SIGNATURE

Check  Cash  Mastercard  Discover  VISA V Code

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Credit card # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsto@southeast.edu.

Staff/Department Discount	( )
<b>TOTAL DUE</b>	
<b>FOR OFFICE USE ONLY</b>	
DE _____	ID# _____