



LEARNING CENTER

at Nebraska City

QuickBooks Level 1

Learn how to use the basic features and functions of the QuickBooks software. Learn to create a company, use the check register, generate estimates and invoices, track credit cards, pay bills, create reports, and memorize transactions.

Class teaches QuickBooks features but does not customize features to student's business.

Feb. 18 Sat. 8:30 a.m.-4:30 p.m. \$99
NCLC, Room 102 Best ACCT-3525-NCWB

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.

Jan. 17-26 Tues. & Thurs. 6-8 p.m. \$49
NCLC, Room 104 Edwards AREA-1000-NCWA

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.

Jan. 30-Feb. 9 Mon. & Thurs. 6-8 p.m. \$49
NCLC, Room 102 Edwards AREA-1002-NCWA

Apple iPad Level 1

This two-hour hands-on course will help you get up and running with your iPad. Whether you have just purchased the iPad, want to learn how to get more out of the many features available or are deciding whether to purchase one, this course is for you!

Bring to class: your fully-charged iPad and iTunes password. Please ensure that your iPad is registered on Apple before the class starts. Need assistance with registering your iPad? Please see the following link: www.apple.com/support/ipad/getstarted/.

Feb. 15 Wed. 6-8 p.m. \$29
NCLC, Room 103 Van Winkle AREA-1380-NCWA

Apple iPad Level 2

Take your iPad to the next level of use. This course will dive deeper into the iPad settings, teach you how to use the Apps already on your iPad and search ideas for new apps based on your individual interests. You will cover more advanced uses of the built-in camera and photo editing.

You should take the Level 1 iPad class or have experience with your iPad before taking this class. Bring to class: your fully-charged iPad and your Apple ID and password.

Feb. 23 Thurs. 6-8 p.m. \$29
NCLC, Room 104 Edwards AREA-1162-NCWA

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

All classes will be held at the
Nebraska City Learning Center
819 Central Ave., Nebraska City, NE

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

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

PLEASE PRINT
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.

Southeast community college

2017 QUARTER

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

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 check: **QuickBooks Level 1 • Feb. 18** (\$99, ACCT-3525-NCWB)
 Computer Basics 101 • Jan. 17-26 (\$49, AREA-1000-NCWA)
 Computer Basics 201 • Jan. 30-Feb. 9 (\$49, AREA-1002-NCWA)

Apple iPad Level 1 • Feb. 15 (\$29, AREA-1380-NCWA)
 Apple iPad Level 2 • Feb. 23 (\$29, AREA-1162-NCWA)

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 _____
TOTAL DUE		

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 jsto@southeast.edu.

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

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