



**LEARNING  
CENTER**  
at Falls City

**Register Today!**


## Software Applications



### Excel 2016: Basic

*Prerequisite: Basic Computer Class or equivalent experience*

After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks, enter and edit text, values, formulas, and save workbooks in various formats. Students also will move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. We will cover simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

 See information box at the bottom of this page about textbooks. "MS Office Excel 2016 Part 1" by Logical Operations, ISBN: 13-978-1-4246-2571-0.

|             |      |                |                        |       |
|-------------|------|----------------|------------------------|-------|
| March 18-20 | M, W | 5:30-9 p.m.    | Falls City, FCLC, Main | White |
| \$99        |      | OFFT-7166-FCWA | Keyword: Excel         |       |



**SCC will provide a textbook for student use during class for hands-on practice and exercises. These books are for in-class use only.**

Students that wish to purchase their own book may do so online at [www.sccbookstore.com](http://www.sccbookstore.com). You will need the SCC course number and book details.

### FREE TRAINING

For information on financial assistance options, visit [www.southeast.edu/cefinaid](http://www.southeast.edu/cefinaid)

### Location Key

FCLC..... Learning Center at Falls City, Lower Level, 116 W. 19th St., Falls City

Check out all classes offered at [www.southeast.edu/FallsCityLC](http://www.southeast.edu/FallsCityLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratFallsCity](http://www.facebook.com/SCCLearningCenteratFallsCity)

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or [hcarr@southeast.edu](mailto:hcarr@southeast.edu)

**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.



# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- Search for your class** by entering 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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.

\* The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.

## OR REGISTER BY MAIL, FAX OR IN PERSON



### REGISTRATION FORM - NON-CREDIT COURSE

Southeast Community College

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](http://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 |                |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Nebraska Resident<br><input type="checkbox"/> Non-Resident | Ethnicity (select one):<br><input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> Not Hispanic or Latino |            | Race (Select one or more):<br><input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native<br><input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American |   |                |

| COURSE NUMBER | TITLE | START DATE | COST |
|---------------|-------|------------|------|
| -             | -     | -          | \$   |
| -             | -     | -          | \$   |
| -             | -     | -          | \$   |
| -             | -     | -          | \$   |

#### SIGNATURE

Check (must be included)  Cash (must be included)

V Code \_\_\_\_\_

Would you like a receipt mailed to you?  
 Yes  No

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.

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, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

|                          |     |
|--------------------------|-----|
| SCC Staff Tuition Waiver | ( ) |
| <b>TOTAL DUE</b>         |     |

|                            |       |
|----------------------------|-------|
| <b>FOR OFFICE USE ONLY</b> |       |
| ID#                        | _____ |
| DE                         | _____ |

# Southeast Community College

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