Software Applications
Winter 2020

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at [www.southeast.edu/Technology](http://www.southeast.edu/Technology).

**Excel 2016: Basic**
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Place</th>
<th>Cost</th>
<th>Keyword: Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 30</td>
<td>Th</td>
<td>9:30 a.m.-5 p.m.</td>
<td>Glenn</td>
<td>$159</td>
<td>OFFT-7166-PLSA</td>
</tr>
</tbody>
</table>

**Excel 2016: Intermediate**
Prerequisite: Excel Basic or equivalent experience
Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Place</th>
<th>Cost</th>
<th>Keyword: Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 20</td>
<td>Th</td>
<td>9:30 a.m.-5 p.m.</td>
<td>Glenn</td>
<td>$159</td>
<td>OFFT-7167-PLSA</td>
</tr>
</tbody>
</table>

**Excel 2016: Advanced**
Prerequisite: Excel Intermediate or equivalent experience
Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Place</th>
<th>Cost</th>
<th>Keyword: Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 19</td>
<td>Th</td>
<td>9:30 a.m.-5 p.m.</td>
<td>Glenn</td>
<td>$159</td>
<td>OFFT-7168-PLSA</td>
</tr>
</tbody>
</table>

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

Location Key
Plattsmouth, PLLC............. Learning Center at Plattsmouth, 537 Main St.

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

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 canceled 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.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu
**REGISTER ONLINE**

You must have an email account to register online.

2. **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
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**.

*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**

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.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Residence Mailing Address**

<table>
<thead>
<tr>
<th>City</th>
<th>County #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Email Address**

<table>
<thead>
<tr>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**I identify as:**

- [ ] Male
- [ ] Female
- [ ] Nebraska Resident
- [ ] Non-Resident

**Ethnicity (select one):**

- [ ] Hispanic or Latino
- [ ] Not Hispanic or Latino
- [ ] Other

**Race (Select one or more):**

- [ ] White
- [ ] Black/African-American
- [ ] American Indian/Alaska Native
- [ ] Asian
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Not Hispanic or Latino

**COURSE NUMBER**

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**START DATE**

<table>
<thead>
<tr>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL DUE**

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

**Signature**

- [ ] Check
- [ ] Cash
- [ ] Mastercard
- [ ] AMEX
- [ ] Discover
- [ ] VISA
- [ ] V Code __________

Name as it appears on card: ____________________________

Exp. Date: ______/____

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.

Today’s Date __________

Wold you like a receipt mailed to you?
- [ ] Yes
- [ ] No

SCC Staff Tuition Waiver ( )

FOR OFFICE USE ONLY

ID #__________________________

DE ______________

Note: SCC reserves the right to refuse any course registration. If a course is not available, SCC will notify the student and arrange for the student to be placed in another course for which there is available space. If a course has been dropped or canceled, SCC will notify the student and arrange for the student to be placed in another course for which there is available space.

---

**Register now (check out)**

- [ ] Yes
- [ ] No

**TOTAL DUE**

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

---

301 S. 68th St. Place, Lincoln, NE 68510

402-437-2700 • 800-828-0072 • FAX 402-437-2703

[www.southeast.edu/continuing](http://www.southeast.edu/continuing)