Software Applications

Spring 2020

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at 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 for full-day class.

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<th>Date</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>March 13</td>
<td>F</td>
<td>8:30 a.m.</td>
<td>4:30 p.m.</td>
<td>Falls City, FCLC</td>
<td>White</td>
<td>OFFT-7166-FCSA</td>
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<tr>
<td>March 16-18</td>
<td>M, W</td>
<td>5:30-9 p.m.</td>
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<td>Falls City, FCLC</td>
<td>White</td>
<td>OFFT-7166-FCSB</td>
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Tips & Tricks: Excel
Prerequisite: Basic Computer
Whether looking to enhance your basic skills with Excel or learn new ones, this hands-on “tips and tricks” class is ideal. This class will cover and expand on the basics functions. Time will be available to ask any questions.

Books will be provided for in use during class.

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<td>June 24</td>
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<td>Falls City, FCLC</td>
<td>White</td>
<td>OFFT-7235-FCUA</td>
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Tips & Tricks: Word
Prerequisite: Basic Computer
Whether looking to enhance your basic skills with Word or learn new ones, this hands-on “tips and tricks” class is ideal. This class will cover and expand on the basics functions. Time will be available to ask questions.

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<td>Falls City, FCLC</td>
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NEW! Outlook Tips & Tricks
Prerequisite: Basic Computer class and must have outlook account
Outlook is an essential tool to help you manage contact information. Whether looking to enhance your basic skills with Outlook or learn new ones, this hands-on “tips and tricks” class is ideal. This class will cover and expand on the basics functions, such as email, calendar and tasks. Time will be available to ask any questions not covered in the class.

NOTE: All sections are live-streamed from York.

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<td>Hultgrien</td>
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Location Key
Falls City, FCLC.................................................... Learning Center at Falls City, 3200 Bill Schock Blvd.

For more information, contact Holly Carr at 800-828-0072, ext. 3396, or hcarr@southeast.edu

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity

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.
**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 for additional information.

- **Social Security Number OR SCC Student ID Number**
- **Birth Date**
- **Name: Last**
- **Middle Initial**
- **First**
- **City**
- **State**
- **Zip**
- **County #**
- **Email Address**
- **Cell Phone**
- **Home**
- **Business Phone**

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**TOTAL DUE**

- **$**
- **$**
- **$**

**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.

**FREE TRAINING**

For information on financial assistance options, visit www.southeast.edu/cefinassist

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or hcarr@southeast.edu

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**Today's Date**

**$**

**TOTAL DUE**

- **$**
- **$**

**SCC Staff Tuition Waiver**

**FOR OFFICE USE ONLY**

**ID#**

**DE**

Submission of this form indicates that I have read and I agree to the terms and conditions specified in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, 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 jsoto@southeast.edu.