Software Applications
Spring 2020

Office 365 Basics
An introduction to Office 365 for users who have traditionally used standalone versions of Microsoft Office on their PC or laptop. As businesses turn to subscription-based software, Microsoft has catered to this by offering Office 365, which contains the favorites, such as Excel, PowerPoint and Word but includes new or updated apps to work, communicate and collaborate with colleagues, wherever you are. You will become familiar with the Office 365 interface and the applications within the plan including OneDrive, SharePoint, MS Office products and other apps, Sway, Forms, OneNote, and Outlook.

30-minute lunch is on your own, or you may bring a sack lunch/drink.
NOTE: Class is live-streamed from Nebraska City.

PowerPoint 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. NOTE: Class is live-streamed from Nebraska City.

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 on 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.

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

Location Key
Hebron, HNLC.......................Learning Center at Hebron, 610 Jefferson Ave.

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@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.

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**OR REGISTER BY MAIL, FAX OR IN PERSON**

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.

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**Registration Form - Non-Credit Course**

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<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
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**COURSE NUMBER**

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**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.

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**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 this form 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 SCC, legal name, address, residence, 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. Requests 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, Omaha, NE 68164, or jsoto@southeast.edu.

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**Today's Date** __________

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**SCC Staff Tuition Waiver** ( )

**FOR OFFICE USE ONLY**

ID# __________________

DE __________________

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301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing