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

Location Key
York, YKLC.................................. Learning Center at York, 3130 Holen Ave.
(Inside the Holthus Convention Center)

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

For more information, contact Heather Hultgrien at 800-828-0072, ext. 3634, or hhultgrien@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.

PREREQUISITES: 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.

Keyword: Excel

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.

March 2-9
York, YKLC, K
M
Hopwood
5:30-9 p.m.
OFFT-766-YKSA
$159

Keyword: Word

Word 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.

June 15-22
York, YKLC, K
M
Hopwood
5:30-9 p.m.
OFFT-7238-YKUA
$159

Tips & Tricks: Excel
Prerequisite: Basic Computer
Whether looking to enhance on 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.

Keyword: Excel

April 29
York, YKLC, K
W
Hopwood
5:30-9 p.m.
OFFT-025-YKSA
$70
You must have an email account to register online.


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.