

## Explore

Spring 2021

### Planning a Funeral

Have you planned a wedding, special birthday or anniversary? Normally you start planning those events at least a year in advance. A funeral, costs almost as much as the previously mentioned celebrations but you only have a few days to plan and get everything in order. This class will provide you with information and resources so you have time to think and maybe plan ahead so your loved ones know exactly what you want.



This class is sponsored by the York County End of Life Partnership.

**Keyword: Funeral**

May 3	M	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Merklinger	AREA-6790-TCSB	
June 16	W	1:30-3:30 p.m.	\$25
LIVE Online, Zoom	Merklinger	AREA-6790-TCUA	

### NEW! Regaining Work/Life Balance

If you've ever struggled to manage work and the rest of your life, you're not alone. When "imbalance" creeps in, we can feel overwhelmed, stressed and even lose our enthusiasm for life and what matters to us. In this interactive and highly personalized course, you will clarify what work/life balance means to you; examine the competing demands that steal your energy, focus and sense of well-being; and design a plan to bring balance back into your life.

Note: if you maintain a personal calendar please bring that with you!

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class.

**Keyword: Work**

June 16	W	8:30 a.m.-3:30 p.m.	\$229
York, YKLC, K		Deems	
Registration Deadline: June 9		BSAD-7233-YKUA	

#### Location Key

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

### One-on-One Computer Training: 3 Hours

This learning opportunity is designed for any person who wants one-on-one attention from a computer applications subject matter expert. Registration gives you up to three hours of personalized attention on the computer topic that meets your specific need. Training topics may include: Windows or Apple/MAC Operating System, Basic Computer Assistance, MS Office, Word, Excel, Access, Outlook, Evernote, social media, and QuickBooks.

After registration, a college representative will contact you to discuss your training needs. Training is scheduled at a time convenient for the student and instructor. Training is held at an SCC facility.

**Keyword: Computer**

York Area	\$99	AREA-0927-YKSA
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### Excel 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

Lunch is on your own.

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](http://www.sccbookstore.com).

**Keyword: Excel**

May 19	W	8:30 a.m.-4:30 p.m.	\$159
York, YKLC, K		Lang	OFFT-7166-YKSA

### Word 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

Lunch is on your own for full-day classes.

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](http://www.sccbookstore.com).

**Keyword: Word**

June 17	Th	8:30 a.m.-4:30 p.m.	\$159
York, YKLC, K	Lang	OFFT-7238-YKUA	

For more information, contact us at 800-828-0072, ext. 3634, or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

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



[www.ed2go.com/sccne](http://www.ed2go.com/sccne)

#### BROWSE COURSES IN

**Accounting and Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Design and Composition**  
**Health Care and Medical**

**Language and Arts**  
**Law and Legal**  
**Personal Development**  
**Teaching and Education**  
**Technology**  
**Writing and Publishing**



<http://bit.ly/SCC-UGotClass>

#### BROWSE CERTIFICATES & COURSES IN

**Business**  
**Business Communication**  
**Health**  
**Human Resources**  
**Leadership**  
**LEED Green Workplace Management**

**New Media Marketing**  
**Personal Development**  
**Social Media for Business**  
**Technology Skills**  
**Training and Education**  
**Training for K12 Teachers**



# 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

Today's Date

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

PLEASE PRINT

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.

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

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

#### 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.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_

DE \_\_\_\_\_

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 St. Place, Lincoln, NE 68510, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

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

