Microsoft Office Classes

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.

Keyword: Excel

- Nov. 18
- NE City, NCLC, 102
- Th 8:30 a.m.-4:30 p.m.
- Deremer
- OFFT-7166-NCTA
- $159

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.

Keyword: Excel

- Dec. 16
- NE City, NCLC, 102
- Th 8:30 a.m.-4:30 p.m.
- Deremer
- OFFT-7167-NCTA
- $159

Location Key
NE City, NCLC............................... Learning Center at Nebraska City, 1406 Central Ave.

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

Job Enhancement Scholarship Available
(For selected courses)
Attention: Nebraska City Residents
Are you looking for a scholarship for training that could:
- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit www.southeast.edu/nebraskacitylc
or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

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

BROWSE COURSES IN
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical

BROWSE CERTIFICATES & COURSES IN
- Business
- Business Communication
- Health
- Human Resources
- Leadership
- LEED Green Workplace
- Management

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-3700 or 800-628-0072 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.

Register Today!
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.*

---

**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>
<th>County</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell Phone</th>
<th>Gender</th>
<th>Race</th>
<th>Ethnicity</th>
<th>Nebraska Resident</th>
<th>Hispanic or Latino</th>
<th>Not Hispanic or Latino</th>
<th>American Indian/Alaska Native</th>
<th>Native Hawaiian/Other Pacific Islander</th>
<th>Black/African-American</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL DUE**

Would you like a receipt mailed to you?  
☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>SCC Staff Tuition Waiver</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Today’s Date

---

**FOR OFFICE USE ONLY**

Audio, printed materials, or containers containing copies of any content produced by SCC shall not be reproduced in any electronic form, whether in whole or in part, without the express written consent of SCC. If any program or course is offered by SCC, the following applies: SCC offers courses and programs that are not accredited, approved, or licensed by any state regulatory board, accrediting agency, or other association. SCC is not approved by the State of Nebraska as a post-secondary institution. SCC is accredited by the North Central Association Commission on Higher Education (nca.chea.org). SCC’s accreditation information is available at www.southeast.edu/continuing

---

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)