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

Oct. 19-21
Falls City, FCLC, Main T, Th White
5:30-9 p.m.
OFFT-7166-FCTA
$159

Tips & Tricks: Excel
Prerequisite: Basic Computer
Welcome to the world of Microsoft Excel 2016! If you are looking to enhance on your basic skills, this hands-on, “tips and tricks” class is ideal. You will cover and expand on the basic functions.
You will receive information about ordering the required textbook after registering.

Keyword: Excel

Nov. 4
Falls City, FCLC, 102 Th 5:30-9 p.m.
OFFT-7235-FCTA
$79

Check out all classes offered at www.southeast.edu/FallsCityLC

Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity

Registration Form - Non-Credit Course

Please Print

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
Home
Business Phone

I identify as:  Male  Female

Nebraska Resident  Non-Resident

Ethnicity (select one):

Hispanic or Latino
Not Hispanic or Latino

Race (Select one or more):

White
Asian
American Indian/Alaska Native
Native Hawaiian/Other Pacific Islander
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.

Today's Date

Would you like a receipt mailed to you?
[ ] Yes  [ ] No

SCC Staff Tuition Waiver

TOTAL DUE

FOR OFFICE USE ONLY

ID# 

TOTAL DUE

FOR OFFICE USE ONLY

SCC Area Access/Equity/Diversity Office.

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/student-handbook for additional information.

Orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity

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This form must be printed to be completed. If that my registration is complete and that I am accountable for the tuition and fees 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) 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; 4) that failure to attend a course does not constitute an official drop/withdrawal; 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 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/Inclusion, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@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. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.

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

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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.

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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 | Home | Business Phone
--- | --- | --- | ---

I identify as:  
- Male
- Female
- Nebraska Resident
- Non-Resident
- Ethnicity (select one):  
- Hispanic or Latino
- Not Hispanic or Latino
- Race (Select one or more):  
- White
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African-American

COURSE NUMBER | TITLE | START DATE | COST
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--- | --- | --- | ---
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Would you like a receipt mailed to you?  
- Yes  
- No

TOTAL DUE

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Scc Staff Tuition Waiver  

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For Office Use Only

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Signature  

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Check your credit card for the correct information before mailing. This form is to be used for non-credit courses only.
Location Key
Falls City, FCLC Learning Center at Falls City, 3200 Bill Schock Blvd.

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

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

www.ed2go.com/sccne