

## Software Applications

Spring 2022

### MICROSOFT OFFICE

#### 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 basic functions. Time will be available to ask questions.

**Keyword: Excel**

May 2	M	5:30-9 p.m.	\$79
Hebron, HNLC, 101		OFFT-7235-HNSA	

#### OneNote to Document Garden Idea

Remember keeping diaries or journals? Finding a passage you wrote way back when means pouring through pages and pages of entries before you find it again. But what if there was an easier way to keep track of your gardening notes? OneNote can do this, and it comes free with every installed version of Microsoft Office! All you need is to be very comfortable with a computer, and you will love this class.



**Keyword: Garden**

March 2	W	6-7 p.m.	\$15
LIVE Online, Zoom		La Cross	LLLX-1393-TCSCB

### ADOBE

#### Introduction to Adobe Photoshop Elements

Prerequisite: experience in MAC or PC environment

In this introductory class of photo editing basics, students will learn the fundamentals of different tools and techniques used for image retouching, correction and enhancement.

Basic computer skills are essential. You will need to download Adobe Photoshop Elements on your computer. You may Zoom from the Learning Center at Falls City if desired. Please call 402-323-3396 to make arrangements.



**Keyword: Photoshop**

April 19	T	5:30-9 p.m.	\$29
LIVE Online, Zoom		Schutte	AREA-0925-TCSFA

#### NEW! All Things Apple

Do you have a Mac computer, or an iPad, or an iPhone, or an Apple Watch, or even a Home Pod? From editing photos to word processing to spreadsheets to turning on and off the lights in your home, these high-tech devices can be easy to use and fun. We will touch on some of the more useful features of Apple's amazing products, as well as demonstrate some practical features and apps to help make your life a bit easier.



**Keyword: Apple**

April 19-May 3	T	6:30-7:30 p.m.	\$49
LIVE Online, Zoom		Keller	LLLX-0663-TCSCA



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. 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>.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

#### 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](mailto:cfangmeier@southeast.edu)



[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

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



# 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**. **Print** this page 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
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"/> X (Gender variant/Non-binary)	<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"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian <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. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [www.southeast.edu/diversity](http://www.southeast.edu/diversity) \* The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.