Southeast Community College
LEARNING CENTER AT NEBRASKA CITY

Software Applications
Spring 2023

Excel: Basic

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

After an introduction to spreadsheet terminology and Excel's Windows components, discover how to use the help system and navigate worksheets and workbooks and how to enter and edit text, values, formulas, pictures, and to save workbooks in various formats. You will move and copy simple functions, basic formatting techniques and printing. Finally, you will create and modify charts, and learn how to manage large workbooks.

Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: Excel

May 9-11	T, Th	6-9:30 p.m.	$159
NE City, NCLC, 104	Deremer	OFFT-7166-NCSB	

Outlook 2016: Basic

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

Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments and create folders. Customize and sort messages, create signatures and stationery and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information, contact groups, tasks, To-Do lists, and Notes.

Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

Keyword: Outlook

May 3-10	W	6:30-8:30 p.m.	$89
NE City, NCLC, 103	McKinney	OFFT-7244-NCSA	

> **LIVE Online**
>
> 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.
>
> **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.

Word: Basic

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

Discover the basic tools of word processing, including editing a document, formatting text and changing forms. Learn to cut and paste, spell check, and insert graphics and tables. Make a document interesting with a border, symbols or special characters.

Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at sccbookstore.com.

Keyword: Word

June 6-8	T, Th	6-9:30 p.m.	$159
NE City, NCLC, 104	Deremer	OFFT-7238-NCUA	

OneNote to Document Garden Ideas

Remember keeping diaries or journals? Some people write faithfully, and others tire of the writing quickly. 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 (and more fun) 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

April 19	W	7-8 p.m.	$15
LIVE Online, Zoom	La Cross	LLLX-1393-TCSCB	

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

> ### 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 **southeast.edu/nebraskacitylc** or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.
>
> Funds are being provided by the **Nebraska City Community Foundation Fund**

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

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

You must have an email account to register online.

1. Go to **http://bit.ly/RegisterCE**

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**.

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**. **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.*

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 **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	❑ 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.

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. 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.