

## Software Applications

### 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](http://sccbookstore.com). Lunch on your own.

Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Word**

Aug. 22	Th	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 104	McKinney	OFFT-7238-NCFA	

### PowerPoint: Basic

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

After an introduction to PowerPoint's window components and Help system, discover how to create, save and rearrange presentations. Then you will format text, use drawing objects, work with graphics, and insert tables and charts. Learn to use templates and themes, slide masters and transition effects. Finally, you will learn to proof, run and print presentations.

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](http://sccbookstore.com). Lunch on your own.

Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: PowerPoint**

Sept. 20	F	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	McKinney	OFFT-7245-NCFA	

#### Location Key

Auburn, ABCH.....Auburn City Hall/Chamber of Commerce, 1101 J St.  
NE City, NCLC..... Learning Center at Nebraska City, 1406 Central Ave.

### QuickBooks: Basic

! Prerequisite: Windows experience

Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.), perform reconciliations, and review basic financial and other system reports.

(0.7 CEUs) This course does not configure or customize the software for your business. Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com). Lunch on your own for all-day class.

**Keyword: QuickBooks**

Aug. 6-8	T, Th	5:30-9 p.m.	\$159
NE City, NCLC, 104	Pemberton	ACCT-7289-NCUA	
Nov. 9	S	8:30 a.m.-4:30 p.m.	\$159
Auburn, ABCH	Pemberton	ACCT-7289-NCFA	

### 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?



Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

Funds are being provided by the **Nebraska City Community Foundation Fund**

For more information, visit [southeast.edu/nebraskacitylc](http://southeast.edu/nebraskacitylc) or contact Cindy at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu).

For more information, contact **Cindy Meyer** at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

Check out all classes offered at [southeast.edu/NebraskaCityLC](http://southeast.edu/NebraskaCityLC)

Find us on Facebook at [facebook.com/SCCLearningCenteratNebraskaCity](https://facebook.com/SCCLearningCenteratNebraskaCity)

# 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

\* Required

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [southeast.edu/academics/college-catalog.php](http://southeast.edu/academics/college-catalog.php) 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			* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American	

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

### SIGNATURE

Check (must be included) (Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp.Date \_\_\_\_\_ CC # \_\_\_\_\_

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? <input type="checkbox"/> Yes <input type="checkbox"/> No
---

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/about/other-scc-departments/access-equity-diversity-title-ix/index.php](http://southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/index.php) \* 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.

SCC Staff Tuition Waiver ( )
<b>TOTAL DUE</b>

<b>FOR OFFICE USE ONLY</b>	
ID#	_____
DE	_____