



LEARNING CENTER

at Nebraska City

Apple iPad Level 1

This hands-on course will help you get up and running with your iPad. Whether you have just purchased the iPad, want to learn how to get more out of the many features available or are deciding whether to purchase one, this course is for you!

Please bring your iPad to class if you have one. Please ensure that your iPad is fully charged and registered on Apple before the class starts. Need assistance with registering your iPad? See the following link: www.apple.com/support/ipad/getstarted/. Bring your iTunes password to class.

Tuesday, Feb. 20, 2018 • 6-8 p.m. • Room 104
\$29 • **Instructor: DeBilzan**



MS Excel Basic

Prerequisite: Basic Computers 101 or equivalent experience



After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students also will move and copy data, learn about absolute and relative references, and work with ranges, rows and columns. We will cover simple functions, basic formatting techniques and printing. Finally, students will create and modify charts and learn how to manage large workbooks.

Lunch is on your own. Required book is included in tuition and will be distributed during class.

Friday, March 2, 2018 • 8:30 a.m.-4:30 p.m. • Room 102
Tuition \$99 + [Book \$21.80 + Sales & Use Tax \$1.53] = \$122.33
Instructor: Deremer

MS Outlook Basic

Prerequisite: Basic Computer Class or equivalent experience



Class covers Outlook 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 and contact groups. Create and manage tasks, To-Do lists and Notes.

Required resource guide is included in tuition and will be distributed during class.

Friday, Feb. 23, 2018 • 8:30 a.m.-12:30 p.m. • Room 102
Tuition \$59 + [Guide \$5.80 + Sales & Use Tax \$0.44] = \$65.24
Instructor: Deremer

All classes will be held at the
Learning Center at Nebraska City
819 Central Ave., Nebraska City

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

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

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. **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.

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 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.

PLEASE PRINT

Southeast community college

2018 QUARTER

SUMMER WINTER
 FALL SPRING

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	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 or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	
Home Phone							

Please Check: Apple iPad Level 1 • Feb. 20
\$29, AREA-1380-NCWA

MS Outlook Basic • Feb. 23
\$65.24, OFFT-7070-NCWA

MS Excel Basic • March 2
\$122.33, OFFT-6966-NCWA

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. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, 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/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or joto@southeast.edu.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either 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**. You also will receive an email with this same information 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.



Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703

** The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.*