


# Software Applications

Fall 2024

## 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.

 (0.7 CEUs) Book provided during class.

You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at [sccbookstore.com](http://sccbookstore.com). Eligible for

Nebraska City Job Enhancement Scholarship. For more information, visit [southeast.edu/nebraskacity](http://southeast.edu/nebraskacity)

Nov. 12-14	T, Th	5:30-9 p.m.	\$159
NE City, NCLC, 104	Deremer	OFF7238-NCFB	

## Excel: Basic

Prerequisite: Basic Computer Class or equivalent experience

After an introduction to spreadsheet terminology and Excel's window

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# REGISTER ONLINE

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.

# OR REGISTER BY MAIL, FAX OR IN PERSON

## Registration Form - Non-Credit Course

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

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

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

**q**y   **q**w   **q**r   **q**e   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.