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. Lunch on your own. Nebraska City Residents: Job Enhancement Scholarship eligible. Ž Ÿ Ã º 2 g Œ k ´ $ 2 g Œ

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 sccbaore.com. Lunch on your own. Nebraska Cit08C.B1y Residents: Job Eship eligible. Ž Ÿ Ã º 2 g Œ k ´ Ú 2 º Ÿ g Ú 2 è " „

Sept. 20	F	8:30 a.m.-4:30 p.m.	$159

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.

			$
			$
			$

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

☐ **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.

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • FAX 402-437-2703
southeast.edu/business-and-community/index.php