



SCC is proud to be an approved Northstar Digital Literacy location offering students the opportunity to obtain a certificate on passing the course assessments.

Basic Computer Skills

This course is for the beginner. Join to learn common computer vocabulary, techniques for finding things on your computer, and popular uses for software.

Saturday, Sept. 7 OR Nov. 2, 2024 from 8 a.m.-Noon
OR Wednesday, Oct. 9, 2024 from 1-5 p.m.
~~\$25~~ Free through December 2024 • Instructor: Goossen
Course Number: OFFT-7600

Internet Basics

Learn to connect to the Internet, search online, and navigate websites using browsers like Chrome and Firefox. You will customize browser settings and learn to spot online scams and ads.

Saturday, Sept. 14 OR Nov. 9, 2024 from 8 a.m.-Noon
OR Wednesday, Oct. 16, 2024 from 1-5 p.m.
~~\$25~~ Free through December 2024 • Instructor: Goossen
Course Number: OFFT-7601

* Tuition paid by the City of Lincoln ARPA grant

Using Email

In this course, you will set up an email account, explore different email programs, and identify the parts of an email. You will practice using common tools like forward and CC, and will learn to detect email scams.

Saturday, Sept. 21 OR Nov. 16, 2024 from 8 a.m.-Noon
OR Wednesday, Oct. 23, 2024 from 1-5 p.m.
~~\$25~~ Free through December 2024 • Instructor: Goossen
Course Number: OFFT-7602

Windows Operating System

Find your way around common tools, buttons, and other parts of a Windows computer. We will practice finding Windows settings and identifying the tools and programs of the Windows environment.

Saturday, Sept. 28 OR Nov. 23, 2024, from 8 a.m.-Noon
OR Wednesday, Oct. 30, 2024 from 1-5 p.m.
~~\$25~~ Free through December 2024 • Instructor: Goossen
Course Number: OFFT-7603

All classes are held at the **SCC Jack J. Huck Continuing Education Center**
301 S. 68th St. Place, Lincoln, NE • Room 212

For more information, contact us at continuinged@southeast.edu or 402-437-2700.

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 southeast.edu/collegecatalog for additional information.

Today's Date

____/____/____

* Required

PLEASE PRINT

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"/> Home Phone
* Birth Date	Identify as: <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"/> NE Resident <input type="checkbox"/> Non-Resident	Business Phone

Please check **Basic Computer Skills**
 Sept. 7, 2024 (Free, OFFT-7600-CEFA)
 Oct. 9, 2024 (Free, OFFT-7600-CEFB)
 Nov. 2, 2024 (Free, OFFT-7600-CEFC)

Internet Basics
 Sept. 14, 2024 (Free, OFFT-7601-CEFA)
 Oct. 16, 2024 (Free, OFFT-7601-CEFB)
 Nov. 9, 2024 (Free, OFFT-7601-CEFC)

Using Email
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 Oct. 30, 2024 (Free, OFFT-7603-CEFB)
 Nov. 23, 2024 (Free, OFFT-7603-CEFC)

SIGNATURE

Check Mastercard AMEX Discover VISA V Code _____
(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

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?
 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.