Southeast Community College
CONTINUING EDUCATION

NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

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

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

* Tuition paid by the City of Lincoln ARPA grant

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.

Southeast
COMMUNITY COLLEGE

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 #	* ☐ Cell ☐ Home Phone

* Birth Date	I identify as: ☐ Male ☐ Female	Ethnicity (select one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino	Race (select one or more): ☐ White ☐ Native Hawaiian or Other Pacific Islander ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American	☐ NE Resident ☐ 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
☐ Sept. 21, 2024 (Free, OFFT-7602-CEFA)
☐ Oct. 23, 2024 (Free, OFFT-7602-CEFB)
☐ Nov. 16, 2024 (Free, OFFT-7602-CEFC)

Windows Operating System
☐ Sept. 28, 2024 (Free, OFFT-7603-CEFA)
☐ 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 _____