

# Introductory Computer Classes

Summer 2024

## One-on-One Computer Training

Receive three hours of personalized instruction on the computer topic that meets your need! Training is scheduled at an SCC facility at a time convenient for you and the instructor.

Instructors are available for, but not limited to, the following topics: Windows, MS Office, Word, Excel, Access, Outlook, QuickBooks, social media, basic computer assistance, etc. **Keyword: Computer**  
Falls City Area                      \$99                      AREA0927-FCUA

## Get Started with Computers

This hands-on class is for the person who has little to no knowledge about computers but wants to learn. Find out about using Windows, creating and saving documents, getting started with email, and much more. **Keyword: Computer**



July 23                      T                      5:30-8 p.m.                      Steinhauser                      \$39  
LIVE Online, Zoom                      AREA0928-TCUFA  
Falls City, FCLC, 102                      AREA0928-FCUA

### Location Key

Falls City, FCLC.....Learning Center at Falls City, 3200 Bill Schock Blvd.



For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

For more information, contact Lisa Hunzeker at 402-323-3396 or lhunzeker@southeast.edu

Check out all classes offered at [southeast.edu/FallsCityLC](http://southeast.edu/FallsCityLC)  
Find us on Facebook at [facebook.com/SCCLearningCenteratFallsCity](https://facebook.com/SCCLearningCenteratFallsCity)

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 mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

**PLEASE PRINT**

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [southeast.edu/collegecatalog](http://southeast.edu/collegecatalog) for additional information.

\* Residence Mailing Address                      \* City                      \* State                      \* Zip                      County #

\* Email Address                      \*  Cell Phone     Home                      Business Phone

I identify as:  Male     Female                       Nebraska Resident                       Non-Resident

Ethnicity (select one):  Hispanic or Latino                       Not Hispanic or Latino

Race (Select one or more):  White     Asian     American Indian/Alaska Native     Black/African-American     Native Hawaiian/Other Pacific Islander

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

You must have an email account to register online.