



FALL 2011

Continuing Education



Southeast Community College offers a series of concentrated computer training classes.

- *Accounting* •
- *Database Management* •
- *Presentation Software* •
- *Spreadsheet Software* •
- *Web Design* •
- *Word Processing* •

ONE- & TWO-DAY COMPUTER TRAINING CLASSES

Southeast Community College offers a series of concentrated one- and two-day computer training classes. All classes are held at the **Continuing Education Center, 301 S. 68th St. Place** in Lincoln unless otherwise noted.

How to Register:

1. Complete the non-credit registration form contained in this brochure. Please print or type information on the registration form. *Then either:*
2. Fax the registration form with your credit card number (MasterCard, American Express, Discover or Visa) or a letter of authorization on company letterhead (if your employer is paying the tuition) to (402) 437-2703 OR:
3. Mail the registration form with your check (payable to Southeast Community College) or a letter of authorization on company letterhead (if your employer is paying the tuition) to:
Southeast Community College Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510
4. Report to class session for which you have registered unless you are notified that the class is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.** Southeast Community College reserves the right to cancel classes that do not have sufficient enrollment.

Cancellations: One working day notice is required for cancellation or transfer. You will have the option to transfer to the next scheduled class or receive a 100% refund. To transfer to another class or cancel, please call (402) 437-2700.

Questions: If you wish more information or are interested in a computer software class that is not listed in this brochure, please call Amy Chesley at (402) 437-2709.

SCC Lincoln Bookstore • 402-437-2560 • www.sccbookstore.com

ACCOUNTING SOFTWARE

QuickBooks 2010: Basic

Prerequisite: Windows experience

Learn how to use the basic features and functions of the QuickBooks Pro software. Class teaches QuickBooks features but does not customize features to participant's businesses.

Required book is available at the SCC Bookstore.

Oct. 19 Wed. 8:30 a.m.-4:30 p.m. CEC, 407 \$129 ACCT-3525-CEFA

QuickBooks 2010: Intermediate

Prerequisite: QuickBooks 2010: Basic (ACCT-3525) or equivalent experience

Learn more advanced features and functions of the QuickBooks Pro software.

Required book is available at the SCC Bookstore.

Nov. 2 Wed. 8:30 a.m.-4:30 p.m. CEC, 407 \$129 ACCT-3526-CEFA

DATABASE MANAGEMENT SOFTWARE

Access 2010: Basic

Prerequisite: Windows XP or equivalent experience

You will learn how to design and create databases; work with tables, fields and records; sort and filter data; and create queries, forms and reports.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Oct. 25-Nov. 10 Tues., Thurs. 5:30-8 p.m. CEC, 408 \$209 OFFT-3898-CEFA

Access 2010: Intermediate

Prerequisite: Access: Basic or equivalent experience

Build on the skills taught in the basic class. You will learn how to normalize data; work with Lookup fields and subdatasheets; create and join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Nov. 15-Dec. 6 Tues., Thurs. 5:30-8 p.m. CEC, 402 \$209 OFFT-3899-CEFA

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Access 2010: Advanced

Prerequisite: Access: Intermediate or equivalent experience

Build on the skills taught in the intermediate level. Students will learn how to query with SQL; create crosstab, parameter and action queries; create macros; import, export and link database objects; optimize databases; password-protect and encrypt databases; set Access options and properties; and create hyperlink fields.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Dec. 8-15 Tues., Thurs. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3900-CEFA

PRESENTATION SOFTWARE

PowerPoint 2010: Basic

Prerequisite: Basic Computer Class or equivalent experience

If you're accustomed to previous versions of PowerPoint, you might initially be disoriented by the new interface. However, PowerPoint 2010 is designed to give you easy access to every command and feature of PowerPoint, and the new features will make creating visually appealing slide shows much easier. Learn to create presentations that combine text, graphics, charts, clip art, and WordArt.

Required book is available at the SCC Bookstore.

Oct. 12 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3970-CEFA

PowerPoint 2010: Intermediate

Prerequisite: PowerPoint: Basic or equivalent experience

Build on the skills and concepts taught in PowerPoint: Basic. You will learn to customize slides by modifying the Quick Access Toolbar and create macros; apply themes and templates and work with SmartArt graphics and tables. You also will learn to add multimedia content and interactive elements to slides, as well as learn to integrate PowerPoint with Word and Excel.

Required book is available at the SCC Bookstore.

Oct. 26 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3971-CEFA

SPREADSHEET SOFTWARE

Excel: Basic

Prerequisite: Basic Computer Class or equivalent experience

In this class, you will be presented with an introduction to spreadsheet terminology and window components. You will learn how to use the Help system and navigate worksheets and workbooks. Then you will enter and edit text, values, formulas, and pictures. You also will move and copy data, learn about absolute and relative references, and work with ranges, rows and columns.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Excel 2007

Oct. 3 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3870-CEFA

Excel 2010

Sept. 22-29 Tues., Thurs. 5:30-8 p.m. CEC, 408 \$129 OFFT-3830-CEUB

Nov. 16 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3830-CEFA

Excel: Intermediate

Prerequisite: Excel: Basic or equivalent experience

Build on the skills taught in the basic level. You will learn how to use multiple worksheets and workbooks efficiently, as well as start working with more advanced formatting options, including styles, themes, backgrounds, and watermarks.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Excel 2007

Oct. 17 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3871-CEFA

Excel 2010

Oct. 13-20 Tues., Thurs. 5:30-8 p.m. CEC, 408 \$129 OFFT-3891-CEFA

Nov. 30 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3891-CEFB

Excel: Advanced

Prerequisite: Excel: Intermediate or equivalent experience

Build on the skills taught in the intermediate level. You will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH and INDEX. In addition, you will learn about data validation and database functions such as DSUM. You will learn how to work with PivotTables and PivotCharts, how to import and export data and how to query external databases.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Excel 2007

Oct. 31 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3872-CEFA

Excel 2010

Dec. 14 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3892-CEFA

WORD PROCESSING SOFTWARE

Word: Basic

Prerequisite: Basic Computer Class or equivalent experience

Learn to create, edit, format, and print documents such as letters and reports.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Word 2007

Oct. 11 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3725-CEFA

Word 2010

Oct. 18 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3745-CEFA

Word: Intermediate

Prerequisite: Word: Basic or equivalent experience

Build on the skills and concepts taught in Word Level 1. You will work with styles, sections and columns. Learn to format tables, print labels and envelopes and work with graphics. Also, learn how to use document templates and manage document revisions.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Word 2007

Nov. 8 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3726-CEFA

Word 2010

Nov. 15 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3746-CEFA

Word: Advanced

Prerequisite: Word: Intermediate or equivalent experience

Build on the skills and concepts taught in Word Level 2. Perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnote, endnotes, an index, bookmarks, and cross references. You also will learn how to create macros, customize the Quick Access toolbar and keyboard shortcuts.

Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

Word 2007

Nov. 29 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3727-CEFA

Word 2010

Nov. 29 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3747-CEFA

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WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.