



Continuing Education

WINTER 2012



One- & Two-Day Computer Classes



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.

Jan. 11	Wed.	8:30 a.m.-4:30 p.m.	CEC, 407	\$129	ACCT-3525-CEWA
Feb. 8	Wed.	8:30 a.m.-4:30 p.m.	CEC, 407	\$129	ACCT-3525-CEWB

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.

Feb. 22	Wed.	8:30 a.m.-4:30 p.m.	CEC, 407	\$129	ACCT-3526-CEWA
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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.

Jan. 19-Feb. 7	Tues., Thurs.	5:30-8 p.m.	CEC, 408	\$209	OFFT-3898-CEWA
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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.

Feb. 21-Mar. 8	Tues., Thurs.	5:30-8 p.m.	CEC, 402	\$209	OFFT-3899-CEWA
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301 S. 68th St. Place, Lincoln, NE**

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.

Mar. 13-20 Tues., Thurs. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3900-CEWA

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.

Jan. 12 Thurs. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3970-CEWA

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.

Feb. 23 Thurs. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3971-CEWA

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

Jan. 9 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3870-CEWA

Excel 2010

Jan. 10-17 Tues., Thurs. 5:30-8 p.m. CEC, 408 \$129 OFFT-3830-CEWA

Jan. 18 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3830-CEWB

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

Jan. 23 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3871-CEWA

Excel 2010

Feb. 9-16 Tues., Thurs. 5:30-8 p.m. CEC, 408 \$129 OFFT-3891-CEWA

Feb. 22 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3891-CEWB

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

Feb. 6 Mon. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3872-CEWA

Excel 2010

Mar. 7 Wed. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3892-CEWA

WORD PROCESSING SOFTWARE

Word 2010: 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.

Jan. 17 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3745-CEWA

Word 2010: 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.

Jan. 31 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3746-CEWA

Word 2010: 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.

Feb. 7 Tues. 8:30 a.m.-4:30 p.m. CEC, 408 \$129 OFFT-3747-CEWA

For more details and course outlines



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301 S. 68th St. Place, Lincoln, NE**

How to Register

1. Complete the non-credit registration form contained in this brochure. **Please print or type information on the registration form.**

2. SEND the form with payment: **Check** payable to SCC, or **credit card** number (Mastercard, American Express, Discover or Visa) or a **letter of authorization on company letterhead** if your employer is paying the tuition.

MAIL TO:

SCC-Continuing Education Center
301 S. 68th Street Place
Lincoln, NE 68510

FAX TO: 402-437-2703

3. Report to the class session for which you have registered unless you are notified that the class is full or has been cancelled.

Confirmations are not mailed.

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form and send with payment to: **SCC, Continuing Education Center, 301 S. 68th Street Place, Lincoln, NE 68510 or FAX completed form to (402) 437-2703. Include credit card information or Letter of Authorization (required for third-party billing).**

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 the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

Social Security Number		Name: Last		First		Middle Initial		Email address	
Residence Mailing Address				City		State		County #	
Races: (Used for statistical purposes only) <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> American/Alaska Native				<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska		Birth Date		Business Phone	
<input type="checkbox"/> Veteran or Dependent <input type="checkbox"/> Uniting Military Benefits				<input type="checkbox"/> Yes <input type="checkbox"/> No		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Employer	
Course Number		Section		Course Title		Date		Time	
								Place	
								Cost	

PLEASE PRINT

2012 QUARTER
 ___ summer X winter
 ___ fall ___ spring



Staff/Dep Disc. ()
TOTAL DUE
 For Office Use Only:
 DE _____ ID# _____

Signature _____
 Check Cash Mastercard AMEX Discover VISA (V Code _____)

Exp. Date _____ Credit card # _____
 Name as it appears on card _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION)
 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.

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 for internal use only and is not to be distributed outside of SCC; 5) that I understand the policies of SCC regarding attendance, and employment matters and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3472, or FAX 402-323-3420, or jso@secc.edu. La politica publica de SCC es de proveer equidad, y prohíbe discriminación, entodos asuntos relacionados con la admisión, asistencia y asuntos de empleo. La política de SCC es proporcionar igualdad de oportunidades y no discriminación a todas las personas sin importar raza, color, religión, sexo, edad, estado civil, origen nacional, etnicidad, estatus de veterano, orientación sexual, discapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/nondiscriminación de SCC deben dirigirse a: Vice President for Access/Equity Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3472, o jso@secc.edu.



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>

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