



FALL 2009

Continuing Education

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

One- & Two-day Computer Classes



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

ONE-DAY COMPUTER TRAINING CLASSES

Southeast Community College offers a series of concentrated one-day computer training classes. All one-day classes are held at the **Continuing Education Center, 301 S. 68th Street 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, 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 Street 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.scbookstore.com

ACCOUNTING SOFTWARE

QUICKBOOKS 2007 LEVEL 1

(0.7 CEUs) Prerequisite: Windows XP (INFO-3508) or equivalent 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.

Course Number: ACCT-3525

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEFA	Nov. 4	1	W	8:30 a.m.-4:30 p.m.	CEC,407

QUICKBOOKS 2007 LEVEL 2

(0.7 CEUs) Prerequisite: QuickBooks (ACCT-3525) or equivalent experience

Learn more advanced features and functions of the QuickBooks Pro software. Required book is available at the SCC Bookstore.

Course Number: ACCT-3526

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEFA	Dec. 2	1	W	8:30 a.m.-4:30 p.m.	CEC,407

DATABASE MANAGEMENT SOFTWARE

ACCESS 2007 TRANSITION

Come get a feel for the newest version of Access 2007 in this three-hour workshop! Together we will actively explore what's new, what's different, and what's the same in Access 2007. Learn about ribbons, galleries and live previews, as well as the new attachment field type, layout view, improved formatting options, security and many other new features. This workshop assumes you have used a previous version of this product.

Course Number: OFFT-3803

Tuition: \$49

Sec	Start	Sess	Day	Time	Room
CEFA	Oct. 2	1	F	8:30-11:30 a.m.	CEC,402

ACCESS LEVEL 1

Prerequisite: Windows XP or equivalent experience

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

ACCESS 2007

Course Number: OFFT-3878

Tuition: \$189

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.

Sec	Start	Sess	Day	Time	Room
CEFA	Oct. 22 & 23	2	Th,F	8:30 a.m.-4:30 p.m.	CEC,408

ACCESS 2003

Course Number: OFFT-3840

Tuition: \$109

You will learn how to work with tables, fields, records and create queries.

Sec	Start	Sess	Day	Time	Room
CEFA	Oct 16	1	F	8:30 am-4:30 pm	CEC,407

ACCESS LEVEL 2

Prerequisite: Access Level 1 or equivalent experience

Build on the skills taught in Level 1. Required book is available at the SCC Bookstore. Reference the course number to locate the correct book.

ACCESS 2007

Course Number: OFFT-3879

Tuition: \$189

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.

Sec	Start	Sess	Day	Time	Room
CEFA	Nov. 5 & 6	2	Th,F	8:30 a.m.-4:30 p.m.	CEC,408

ACCESS 2003

Course Number: OFFT-3841

Tuition: \$109

You will learn how to normalize data, work with Lookup fields and subdatasheets, create and join queries, add objects to forms and print reports.

Sec	Start	Sess	Day	Time	Room
CEFA	Oct 28	1	W	8:30 am-4:30 pm	CEC,407

ACCESS LEVEL 3

Prerequisite: Access Level 2 or equivalent experience

Build on the skills taught in Level 3. 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.

ACCESS 2007

Course Number: INFO-3882

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Sept. 25	1	F	8:30 a.m.-4:30 p.m.	CEC,408
CEFA	Dec. 4	1	F	8:30 a.m.-4:30 p.m.	CEC,408

ACCESS 2003

Course Number: OFFT-3842

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEFA	Nov. 16	1	M	8:30 a.m.-4:30 p.m.	CEC,407

DESKTOP PUBLISHING SOFTWARE

PUBLISHER 2007

This course will build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents such as flyers and newsletters. Required book is available at the SCC Bookstore.

Course Number: OFFT-3858

Sec	Start	Sess	Tuition: \$109	Time	Room
CEFA	Nov. 13	1	Day F	8:30 a.m.-4:30 p.m.	CEC,408

PRESENTATION SOFTWARE

POWERPOINT 2007 TRANSITION

Come get a feel for the newest version of PowerPoint 2007 in this three-hour workshop! Together we will actively explore what's new, what's different and what's the same in PowerPoint 2007. Learn about ribbons, galleries and live previews, as well as new graphic effects, smart art graphics, themes that can be shared with Word and Excel, security and many other new features. This workshop assumes you have used a previous version of this product.

Course Number: OFFT-3802

Sec	Start	Sess	Tuition: \$49	Time	Room
CEUA	Oct. 2	1	Day F	1:30-4:30 p.m.	CEC,402

POWERPOINT 2007 – LEVEL 1

Prerequisite: Windows XP or equivalent experience

If you're accustomed to previous versions of PowerPoint, you might initially be disoriented by the new interface. However, PowerPoint 2007 is designed to give you easy access to every command and feature of PowerPoint, and the new features will make creating visually appealing slides shows much easier. Come and learn to create presentations that combine text, graphics, charts, clip art and WordArt. Required book is available at the SCC Bookstore.

Course Number: OFFT-3950

Sec	Start	Sess	Tuition: \$109	Time	Room
CEFA	Oct. 20	1	Day T	8:30 a.m.-4:30 p.m.	CEC,402

POWERPOINT 2007 – LEVEL 2

Prerequisite: PowerPoint Level 1 or equivalent experience

Build on the skills and concepts taught in PowerPoint Level 1. You will learn to customize slides by modifying the Quick Access Toolbar and creating 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.

Course Number: OFFT-3951

Sec	Start	Sess	Tuition: \$109	Time	Room
CEFA	Dec. 1	1	Day T	8:30 a.m.-4:30 p.m.	CEC,408

SPREADSHEET SOFTWARE

EXCEL 2007 TRANSITION

Did you know that Excel 2007 now has more than one million rows and 16,000 columns? Come get a feel for the newest version of Excel 2007 in this three-hour workshop! Together we will actively explore what's new, what's different, and what's the same in Excel 2007. Learn about ribbons, galleries and live previews, as well as the new functions, tables and conditional formatting, security and many other new features. This workshop assumes you have used a previous version of this product.

Course Number: OFFT-3801

Sec	Start	Sess	Tuition: \$49	Time	Room
CEFA	Oct. 19	1	Day M	1:30-4:30 p.m.	CEC,408

EXCEL LEVEL 1

Prerequisite: Windows XP Operating System 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

Sec	Start	Course Number: OFFT-3870	Tuition: \$109	Room
CEFA	Oct. 14	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,408
CEFB	Oct. 26	Sess 1	Day W	CEC,408
			Day M	CEC,408

EXCEL 2003

Sec	Start	Course Number: OFFT-3830	Tuition: \$109	Room
CEFA	Oct. 5	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,407
			Day M	CEC,407

EXCEL LEVEL 2

Prerequisite: Excel Level 1 or equivalent experience

Build on the skills taught in Level 1. 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

Sec	Start	Course Number: OFFT-3871	Tuition: \$109	Room
CEFA	Nov. 4	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,408
			Day W	CEC,408

EXCEL 2003

Sec	Start	Course Number: OFFT-3831	Tuition: \$109	Room
CEFA	Nov. 2	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,407
			Day M	CEC,407

EXCEL LEVEL 3

Prerequisite: Excel Level 2 or equivalent experience

Build on the skills taught in Level 2. 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

Sec	Start	Course Number: OFFT-3872	Tuition: \$109	Room
CEFA	Dec. 2	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,408
			Day W	CEC,408

EXCEL 2003

Sec	Start	Course Number: OFFT-3832	Tuition: \$109	Room
CEFA	Dec. 7	Sess 1	Time 8:30 a.m.-4:30 p.m.	CEC,407
			Day M	CEC,407

**All classes are held at the
SCC Continuing Education Center
301 S. 68th St. Place, Lincoln, NE**

EXCEL MACROS LEVEL 1

Prerequisite: Excel Level 3 or equivalent experience

This class is for users with or without a programming background. It introduces students to the capabilities of Excel's Visual Basic for Applications. You will learn how to automate repetitive spreadsheet tasks, read and edit code generated in Excel's Visual Basic Editor, write decision-making code using IF statements and Loops, as well as create interactive message and input boxes which prompt the user for more information. You also will learn how to make macros easily available via keyboard shortcuts, buttons, or by assigning them to Excel's menus or toolbars. Required book is available at the SCC Bookstore.

EXCEL MACROS 2007

<u>Sec</u>	<u>Start</u>
CEUA	Sept. 30
CEFA	Dec. 11

Course Number: OFFT-3873

<u>Sess</u>	<u>Day</u>
1	W
1	F

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,408
CEC,408

EXCEL MACROS 2003

<u>Sec</u>	<u>Start</u>
CEFA	Dec. 18

Course Number: OFFT-3833

<u>Sess</u>	<u>Day</u>
1	F

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,407

WEB DESIGN

HTML LEVEL 1

This one-day class introduces basic HTML coding required to create and edit basic Web pages. The class will focus on basic Web page layout, HTML syntax and working with text formatting, graphics, hyperlinks, tables and framesets. Students will publish their Web pages to the SCC server using FTP software. Required book is available at the SCC Bookstore.

Course Number: INFO-3862

<u>Sec</u>	<u>Start</u>
CEFA	Oct. 15

<u>Sess</u>
1

<u>Day</u>
Th

Tuition: \$109

<u>Time</u>
8:30 am-4:30 pm

<u>Room</u>
CEC,402

HTML LEVEL 2

Prerequisite: Beginning HTML Level 1 or equivalent experience

This one-day class picks up where HTML I ended. Topics will include inserting simple multimedia tags, linking to PDF documents, creating Image maps, and taking a more in-depth look at frames. We also will create input forms and explore Cascading Style Sheets and Java Scripts. Student Web sites will be published to the SCC server using FTP software. Required book is available at the SCC Bookstore.

Course Number: INFO-3863

<u>Sec</u>	<u>Start</u>
CEFA	Oct. 29

<u>Sess</u>
1

<u>Day</u>
Th

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,402

Check out our Adobe courses for additional Web design courses at www.southeast.edu and click on Continuing Education.

WORD PROCESSING SOFTWARE

WORD 2007 TRANSITION

Come get a feel for the newest version of Word 2007 in this three-hour workshop! Together we will actively explore what's new, what's different and what's the same in Word 2007. Learn about ribbons, galleries and live previews, as well as the new cover pages, building blocks, security and many other new features. This workshop assumes you have used a previous version of this product.

Course Number: OFFT-3800

<u>Sec</u>	<u>Start</u>
CEFA	Dec. 3

<u>Sess</u>
1

<u>Day</u>
Th

Tuition: \$49

<u>Time</u>
1:30-4:30 p.m.

<u>Room</u>
CEC,408

WORD LEVEL 1

(Elementary Level) Prerequisite: Windows XP or equivalent experience

Learn to use 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

<u>Sec</u>	<u>Start</u>
CEFA	Oct. 21

Course Number: OFFT-3725

<u>Sess</u>	<u>Day</u>
1	W

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,408

WORD 2003

<u>Sec</u>	<u>Start</u>
CEFA	Oct. 19

Course Number: OFFT-3825

<u>Sess</u>	<u>Day</u>
1	M

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,407

WORD LEVEL 2

Prerequisite: Word Level 1 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

<u>Sec</u>	<u>Start</u>
CEFA	Nov. 11

Course Number: OFFT-3726

<u>Sess</u>	<u>Day</u>
1	W

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,408

WORD 2003

<u>Sec</u>	<u>Start</u>
CEFA	Nov. 9

Course Number: OFFT-3826

<u>Sess</u>	<u>Day</u>
1	M

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,407

WORD LEVEL 3

Prerequisite: Word Level 2 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

<u>Sec</u>	<u>Start</u>
CEFA	Dec. 9

Course Number: OFFT-3727

<u>Sess</u>	<u>Day</u>
1	W

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,408

WORD 2003

<u>Sec</u>	<u>Start</u>
CEFA	Dec. 14

Course Number: OFFT-3827

<u>Sess</u>	<u>Day</u>
1	M

Tuition: \$109

<u>Time</u>
8:30 a.m.-4:30 p.m.

<u>Room</u>
CEC,407

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