



Continuing Education

Microsoft Office 2007 SUMMER 2009

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**
- **Project Management**
- **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.sccbookstore.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. Learn to create a company, use the check register, generate estimates and invoices, track credit cards, pay bills, create reports and memorize transactions. 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
CESA	July 29	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. Learn about the accounting features, including various disk operations and Accountant's Review. Learn to handle assets and liabilities and create and manage a budget. Required book is available at the SCC Bookstore.

Course Number: ACCT-3526

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CESA	June 3	1	W	8:30 a.m.-4:30 p.m.	CEC,407
CEUA	Sept. 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. We will discuss how to make the transition to this new version as easy as possible. If you bring a disk, you can copy a complete cross reference guide that compares commands performed in prior versions of Access to commands in the new version! This workshop assumes you have used a previous version of this product.

Course Number: INFO-3803

Tuition: \$49

Sec	Start	Sess	Day	Time	Room
CEUA	July 16	1	Th	1:30-4:30 p.m.	CEC,408

ACCESS 2007 – LEVEL 1

(Prerequisite: *Windows XP, INFO-3508, or equivalent experience*)

If you are accustomed to previous versions of Access, you might initially be disoriented by the new interface. In this course, 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.

Course Number: INFO-3878

Tuition: \$189

Sec	Start	Sess	Day	Time	Room
CEUA	July 30 & 31	2	Th,F	8:30 a.m.-4:30 p.m.	CEC,408

ACCESS 2007 – LEVEL 2

(Prerequisite: *Access Level 1, INFO-3880, or equivalent experience*)

Build on the skills taught in Level 1. 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.

Course Number: INFO-3879

Tuition: \$189

Sec	Start	Sess	Day	Time	Room
CEUA	Aug 27 & 28	2	Th,F	8:30 a.m.-4:30 p.m.	CEC,408

ACCESS 2007 – LEVEL 3

(Prerequisite: *Access Level 2, INFO-3881, 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.

Course Number: INFO-3882

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CESA	May 27	1	W	8:30 a.m.-4:30 p.m.	CEC,408
CEUA	Sept. 25	1	F	8:30 a.m.-4:30 p.m.	CEC,408

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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. Topics include formatting text, inserting graphics, tables and drawing a logo. Required book is available at the SCC Bookstore.

Course Number: OFFT3858

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Sept. 18	1	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. We will discuss how to make the transition to this new version as easy as possible, including how to download a couple of "must have" add-ins for PowerPoint. If you bring a disk you can copy a complete cross reference guide that compares commands performed in prior versions of PowerPoint to commands in the new version! This workshop assumes you have used a previous version of this product.

Course Number: INFO-3802

Tuition: \$49

Sec	Start	Sess	Day	Time	Room
CEUA	July 16	1	Th	8:30-11:30 a.m.	CEC,408

POWERPOINT 2007 – LEVEL 1

(Prerequisite: Windows XP, INFO-3508, 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 slide 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: INFO-3950

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Aug 12	1	W	8:30 a.m.-4:30 p.m.	CEC,408

POWERPOINT 2007 – LEVEL 2

(Prerequisite: PowerPoint Level 1, INFO-3950, 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: INFO-3951

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CESA	June 5	1	F	8:30 a.m.-4:30 p.m.	CEC,408
CEUA	Sept. 16	1	W	8:30 a.m.-4:30 p.m.	CEC,408

THE POWER OF POWERPOINT

(Prerequisite: Basic knowledge of PowerPoint application)

Maximize basic tools by applying psychology of learning theories and rudiments of graphic design to produce visually powerful presentations. To check out a sample of what you will be learning, go to www.southeast.edu, click on Continuing Education, Technology and Computers. You will see a link toward the bottom of the page with a quick video clip.

Course Number: INFO-3952

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Aug 21	1	F	8:30 am-4:30 pm	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. We will discuss how to make the transition to this new version as easy as possible, including how to download a couple of "must have" add-ins for Excel. If you bring a disk, you can copy a complete cross reference guide that compares commands performed in prior versions of Excel to commands in the new version! This workshop assumes you have used a previous version of this product.

Course Number: INFO-3801

Tuition: \$49

Sec	Start	Sess	Day	Time	Room
CEUA	July 15	1	W	1:30-4:30 p.m.	CEC,408

EXCEL 2007 – LEVEL 1

(Prerequisite: Windows XP Operating System, INFO-3508, or equivalent experience)

If you are accustomed to previous versions of Excel, you might initially be disoriented by the new interface. 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. This course also covers simple functions, basic formatting techniques and printing. Finally, you will create and modify charts and learn how to manage large workbooks. Required book is available at the SCC Bookstore.

Course Number: INFO-3870

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	July 27	1	M	8:30 a.m.-4:30 p.m.	CEC,408

EXCEL 2007 – LEVEL 2

(Prerequisite: Excel Level 1, INFO-3870, 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. Learn to create outlines and subtotals, how to create and apply cell names and how to work with lists and tables. Required book is available at the SCC Bookstore.

Course Number: INFO-3871

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Aug. 24	1	M	8:30 a.m.-4:30 p.m.	CEC,408

EXCEL 2007 – LEVEL 3

(Prerequisite: Excel: Level 2, INFO-3871, 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.

Course Number: INFO-3872

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
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EXCEL MACROS 2007 – LEVEL 1

(Prerequisite: Excel Level 3, INFO-3872, 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.

Course Number: INFO-3872

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CESA	June 3	1	W	8:30 a.m.-4:30 p.m.	CEC,408
CEUA	Sept. 30	1	W	8:30 a.m.-4:30 p.m.	CEC,408

PROJECT MANAGEMENT SOFTWARE

MICROSOFT PROJECT 2007 LEVEL 1

(Prerequisite: Word 2003 Level 1, INFO-3825; Word 2007 Level 1, INFO-3725; or equivalent experience)

This course will cover the basics in setting up a project correctly using Microsoft Project Management software. You will learn how to define a company calendar, how to add tasks, establish durations and add various types of links between tasks. We also will examine task constraints and how to display a Critical Path. You will finally explore some of the many working views of Project, including the Gantt view, Network Diagram view and Calendar view. Required book is available at the SCC Bookstore.

Course Number: INFO-3821

Tuition: \$149

Sec	Start	Sess	Day	Time	Room
CEUA	Aug. 14	1	F	8:30 a.m.-4:30 p.m.	CEC,402

MICROSOFT PROJECT 2007 LEVEL 2

(Prerequisite: Microsoft Project Level 1, INFO-3821, or equivalent experience)

This course will explore how to add resources and costs to a project, as well as how to work with a resource pool correctly. You will learn how to identify over-allocated resources, level tasks and projects, and work with the Resource and Task Usage views. You also will learn to create baselines and track ongoing projects as well as how to work with multiple ongoing projects. We also will explore the many ways to customize Project forms, tables, views and reports and share these customizations across projects. Required book is available at the SCC Bookstore.

Course Number: INFO-3822

Tuition: \$149

Sec	Start	Sess	Day	Time	Room
CEUA	Sept. 11	1	F	8:30 a.m.-4:30 p.m.	CEC,402

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 Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Aug. 26	1	W	8:30 am-4:30 pm	CEC,408

HTML LEVEL 2

(Prerequisite: Beginning HTML Level 1, INFO-3862, 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 Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CESA	June 11	1	Th	8:30 a.m.-4:30 p.m.	CEC,408
CEUA	Sept. 11	1	F	8:30 a.m.-4:30 p.m.	CEC,408

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. We will discuss how to make the transition to this new version as easy as possible, including how to download a couple of "must have" add-ins for Word. If you bring a disk, you can copy a complete cross reference guide that compares commands performed in prior versions of Word to commands in the new version! This workshop assumes you have used a previous version of this product.

Course Number: INFO-3800

Tuition: \$49

Sec	Start	Sess	Day	Time	Room
CEUA	July 14	1	T	1:30-4:30 p.m.	CEC,408

WORD 2007 – LEVEL 1

(Elementary Level) (Prerequisite: Windows XP, INFO-3508, or equivalent experience)

If you are accustomed to previous versions of Word, you might initially be disoriented by the new interface. However, Word 2007 is designed to give you easy access to every command and feature of Word, and the new features will make creating visually appealing word processing documents much easier. Come and learn to create, edit, format and print documents such as letters and reports. Required book is available at the SCC Bookstore.

Course Number: INFO-3725

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	July 21	1	T	8:30 a.m.-4:30 p.m.	CEC,408

WORD 2007 – LEVEL 2

(Prerequisite: Word Level 1, INFO-3725, or equivalent experience)

Build on the skills and concepts taught in Word Level 1. 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.

Course Number: INFO-3726

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Aug 18	1	T	8:30 a.m.-4:30 p.m.	CEC,408

WORD 2007 – LEVEL 3

(Prerequisite: Word Level 2, INFO-3726, or equivalent experience)

Build on the skills and concepts taught in Word Level 2. 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.

Course Number: INFO-3727

Tuition: \$109

Sec	Start	Sess	Day	Time	Room
CEUA	Sept. 15	1	T	8:30 a.m.-4:30 p.m.	CEC,408

