QuickBooks 2018: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set your preferences/passwords, work with vendors, set up and invoice customers, make deposits, transfer funds/reconcile, manage credit/debit card transactions, interact with Word/Excel, and review financial statements.

This basic course does not customize features to your business. Lunch is on your own for full-day classes. Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Feb. 20
Beatrice, KEN, 334
8:30 a.m.-4:30 p.m.
ACCT-7271-BESA
$159

Keyword: QuickBooks

QuickBooks 2018: Intermediate
Prerequisite: QuickBooks 2015 or 2018: Basic or equivalent experience
Now that you’ve learned the basics of QuickBooks, learn how to deal with inventory, set up and pay sales tax, issue refunds, handle credits from vendors and to customers, and memorize recurring transactions. Also learn about setting up budgets, processing payroll, pay payroll liabilities, and year-end W-2s and 1099s.

For specialized assistance, bring your own documents and/or laptop. A portion of this course is tailored to your specific business needs. Lunch is on your own. Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Feb. 27
Beatrice, KEN, 334
8:30 a.m.-4:30 p.m.
ACCT-7272-BESA
$159

Keyword: QuickBooks

QuickBooks 2019 Series
Small business owners should be using QuickBooks to manage invoices, pay bills and track expenses. If you want to take control of your business’s finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software’s more advanced features.

Accounting Fundamentals Series
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

Location Key
Beatrice, KEN .......................... SCC Beatrice Campus, Kennedy Center, 4771 W. Scott Road

www.ed2go.com/sccne

For information on financial assistance options, visit www.southeast.edu/cefinassist

Check out all classes offered at www.southeast.edu/BeatriceCE
Find us on Facebook® at www.facebook.com/sccbeatricece

For more information, contact us at 800-928-0072 or continuinged@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-928-0072 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.
You must have an email account to register online.

2. Search for your class by entering a key word in the title or the course number. Click Submit. (Enter information in only one field for broader results.)
   Key Word Example: Driver
   Course Number Example: TRAN-3398
3. Select the course for which you wish to register. Click Submit.
4. Enter your personal information, certify your identification and click Submit.
   * You must provide your Social Security Number.
5. Optional: Enter your Additional Registration Information and click Submit.

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

OR REGISTER BY MAIL, FAX OR IN PERSON

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

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

Social Security Number OR SCC Student ID Number
Birth Date
Name: Last
First
Middle Initial
City
State
Zip
County #
Email Address
Cell Phone
Billing agency (select one):
- Nebraska Resident
- Non-Resident
Ethnicity (select one):
- Hispanic or Latino
- Not Hispanic or Latino
Race (Select one or more):
- White
- Asian
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- Black/African-American
- Other/Multi

COURSE NUMBER
TITLE
START DATE
COST

$  
$  
$  
$  

Would you like a receipt mailed to you?   Yes   No

SCC Staff Tuition Waiver (  )

TOTAL DUE

FOR OFFICE USE ONLY

Name as it appears on card: ____________________________
Exp.Date ____________________
CC # ____________________

Signature: ____________________________

Submit this form with this deposit if you are not paying in full. If you are unable to complete the above form on one page, please use the Additional Registration Information section.

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.

You will see your class acknowledgement with information about your SCC Student ID Number, SCC User ID and password. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

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 course (audit) 2) that should I officially drop, cancel, or withdrew, any refund in tuition will be determined by the date I submit withdrawal and/or drop. The actual calculation of the refund will be based on the date the college receives the form and is subject to the college's refund policy. Your Social Security number and Personal Information contained herein is correct as stated, and I authorize the College to release this information to other agencies, banks, and the Nebraska Secretary of State. This information will be used for student record purposes only.  The signature on this form constitutes an "educational record" under FERPA.

Please Print