

Upgrade Your Tech Skills

January-June **2020**

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Introductory Classes

One-on-One Computer Training: 3 Hours

This learning opportunity is designed for any person who wants one-on-one attention from a computer applications subject matter expert. Registration gives you up to three hours of personalized attention on the computer topic that meets your specific need.

Training topics may include:

- Windows or Apple/Mac Operating System
- MS Office
- Word
- Excel
- Outlook
- Access
- Evernote
- Basic Computer Assistance
- Social Media
- QuickBooks

Students need to have computer access to practice outside of class. Training is scheduled at a time convenient for the student and instructor. Training is held at an SCC facility.

Online Registration Keyword: Computer

Beatrice Area	\$99.....	BBBX-2225-BESA	Plattsmouth Area	\$99.....	AREA-0927-PLSA
Falls City Area.....	\$99.....	AREA-0927-FCSA	Wahoo Area.....	\$99.....	AREA-0927-WHSA
Hebron Area.....	\$99.....	AREA-0927-HNSA	York Area.....	\$99.....	AREA-0927-YKSA
NE City Area	\$99.....	AREA-0927-NCSA			

Get Started with Computers

Want to learn more about computers? This engaging, hands-on class is for the person who has little to no knowledge about computers, but wants to learn! Find out about using Windows, creating and saving documents, getting started with email, and much more.

Hebron section is live-streamed from Falls City. **Online Registration Keyword: Computer**

Jan. 30	Th	5:30-8 p.m.	\$29	Falls City, FCLC	Steinhauser	AREA-0928-FCSA
Jan. 30	Th	5:30-8 p.m.	\$29	Hebron, HNLC, 101	Steinhauser	AREA-0928-HNSA

NUEVO! Fundamentos de la Computadora Español (Computer Basics Spanish)

A través de la experiencia práctica, aprenderá a utilizar las teclas de función, el ratón y el teclado numérico. Comience a aprender la terminología informática necesaria en el siglo XXI. Practique la apertura, el cierre, el guardado y la eliminación de archivos y carpetas.

*Este taller será presentado en asociación con el programa REAP del Centro de Asuntos Rurales y financiado en parte por la Administración de Pequeñas Empresas de los Estados Unidos. Este servicio se extiende al público sobre una base no discriminatoria y las adaptaciones razonables para, aquellos que lo necesiten, se harán si se solicita con antelación. **Online Registration Keyword: Computadora***

Marzo 2-23	M	5:30-8:30 p.m.	\$69	NE City, NCLC, 104		AREA-1300-NCSA
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Computer Basics 101

This is a hands-on class in a nonthreatening environment for the person who did not grow up in a technological world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using the Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the Internet.

Class size is limited, and pre-registration is required. **Online Registration Keyword: Computer**

April 15-23	W, Th	7-9 p.m.	\$149	NE City, NCLC, 104	McKinney	AREA-1000-NCSA
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Introductory Classes

Basic Computer

Through hands-on experience you will learn to use function keys, the mouse and the numeric keypad. Begin learning computer terminology necessary in the 21st Century. Learn to use the Internet, email and word processing and spreadsheet applications. Practice opening, closing, saving, and deleting files and folders.

Students need to have computer access to practice outside of class.

Online Registration Keyword: Computer

Jan. 14-28	T, Th	9:30 a.m.-12:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3502-CESA
Jan. 25-Feb. 22	S	8:15-11:15 a.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3502-CESB
March 17-31	T, Th	5:15-8:15 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3502-CESC
April 4-May 2	S	8:15-11:15 a.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3502-CESD
May 12-26	T, Th	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3502-CESE

Intermediate Computer

Prerequisite: Basic Computer (OFFT-3502) or equivalent experience

Maximize your computer knowledge! Learn the importance of deleting unnecessary Internet files, maintaining disks, defragmenting, troubleshooting, and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the interface features of Windows 10.

Online Registration Keyword: Computer

Feb. 11-25	T, Th	5:15-8:15 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-6424-CESA
Feb. 29-March 28	S	8:15-11:15 a.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-6424-CESB
May 13-27	W, Th	7-9 p.m.	\$159	NE City, NCLC, 104	McKinney	OFFT-6424-NCSA

Windows 10

This course introduces you to Windows 10, Microsoft's newest operating system. Explore the new Start Menu, Tiles, and Apps. Discover how to share and organize files and folders.

Online Registration Keyword: Windows

March 9-13	M, W, F	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-6890-CESA
April 7-14	T, Th	5:15-8:15 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-6890-CESB

Learning Windows 10

Topics include advantages to the new operating system and how to use them in your home and work; using Cortana, especially on your tablet or laptop; make an image file back up; and learn how to use different backup processes, including the Web. After this class you will be more comfortable with the Windows 10 operating system.

Class size is limited, and pre-registration is required. Hebron section is live-streamed from Falls City. Online Registration Keyword: Windows

Feb. 4	T	5:30-8:30 p.m.	\$29	Falls City, FCLC	Steinhauser	AREA-0902-FCSA
Feb. 4	T	5:30-8:30 p.m.	\$29	Hebron, HNLC, 101	Steinhauser	AREA-0902-HNSA

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Computer Repair 101

Learn to clean and replace parts to upgrade your computer. What works and what doesn't? Why buy new? Learn to clean malware and viruses that slow your computer.

Freeware will be provided to each person to use on their own computer.

Online Registration Keyword: Computer

Jan. 23 Th 6:30-8:30 p.m. \$19 Beatrice, KEN, 334 McLellan BBBX-1177-BESA

How Do You “Back Up” a Computer?

Learn the basics of backing up a computer, including a simple data backup to a total “restore” of the Operating System. Learn the different avenues and the advantages of each, i.e., disk, flash drive, external hard drive, and the web. Learn through our discussion how to do it on your desktop at home or you may bring your own computer to follow along step by step.

If you bring your own computer, please bring along a 32 GB flash drive or an external hard drive (120 GB or larger). Basic computer knowledge and skills are needed to be successful.

Online Registration Keyword: Computer

Feb. 1 S 9-11 a.m. \$29 NE City, NCLC, 102 McKinney AREA-0888-NCSA

Classes for Seniors

These classes provide time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills.

Introduction to Personal Computers for the Senior Citizen I

This class is for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc.); basic elements of the Windows 10 operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the World Wide Web and email.

While taught on a Windows 10 operating system, the skills learned in these classes are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor.

Online Registration Keyword: Computer

Jan. 14-Feb. 4	T, Th	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3503-CESA
Jan. 22-Feb. 12	W, Th	6-9 p.m.	\$159	NE City, NCLC, 102	McKinney	OFFT-3503-NCSA
March 17-April 7	T, Th	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3503-CESB
April 7-28	T, Th	1:30-4:30 p.m.	\$159	Plattsmouth, PLLC, 102-Jinings		OFFT-3503-PLSA

Classes for Seniors

Introduction to Personal Computers for the Senior Citizen II

Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience

We will expand on the topics of safely navigating the World Wide Web, find helpful information/locations on the Web and save/download items to your hard drive. We will organize email and gain confidence with attachments, explore the help categories on your hard drive, protect and save your information to various removable storage devices, customize your desktop, start menu and taskbar to make your computer quick and easy to use.

While taught on a Windows 10 operating system, the skills learned in these classes are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor.

Online Registration Keyword: Computer

Feb. 11-March 3	T, Th	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3504-CESA
April 14-May 5	T, Th	1:30-4:30 p.m.	\$159	Lincoln, CEC, 407	J. Olson	OFFT-3504-CESB

Microsoft Office Classes

Office 365 Basic

An introduction to Office 365 for users who have traditionally used standalone versions of Microsoft Office on their PC or laptop. As businesses turn to subscription-based software, Microsoft has catered to this by offering Office 365, which contains the favorites, such as Excel, PowerPoint and Word but includes new or updated apps to work, communicate and collaborate with colleagues, wherever you are. You will become familiar with the Office 365 interface and the applications within the plan including OneDrive, SharePoint, MS Office Products & Other Apps, Sway, Forms, OneNote, and Outlook.

*30-minute lunch is on your own, or you may bring a sack lunch/drink. All sections are live-streamed from Nebraska City. **Online Registration Keyword: Office***

April-18	S	9 a.m.-3:30 p.m.	\$139	Hebron, HNLC	McKinney	OFFT-7060-HNSA
April-18	S	9 a.m.-3:30 p.m.	\$139	NE City, NCLC, 102	McKinney	OFFT-7060-NCSA
April-18	S	9 a.m.-3:30 p.m.	\$139	Plattsmouth, PLLC, 102	McKinney	OFFT-7060-PLSA

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Word Processing Software

Word 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. They will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Lincoln Section: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Beatrice, Falls City and Nebraska City Sections: 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.

Lunch is on your own. **Online Registration Keyword: Word**

Jan. 22	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7238-CESA
Feb. 6	Th	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 334		OFFT-7238-BESA
Feb. 28	F	8:30 a.m.-4:30 p.m.	\$159	Falls City, FCLC		OFFT-7238-FCSA
April 22	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7238-CESA
May 8	F	8:30 a.m.-4:30 p.m.	\$159	NE City, NCLC, 102	Deremer	OFFT-7238-NCSA

Word 2016: Intermediate

Prerequisite: Word Basic or equivalent experience

Participants will work with styles, sections and columns and will use the Navigation pane to work with outlines. You will format tables, print labels and envelopes, and work with graphics. You also will use document templates, manage document revisions and work with Web features.

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Nebraska City Section: 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.

Lunch is on your own. **Online Registration Keyword: Word**

Feb. 12	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Maltas	OFFT-7239-CESA
May 5	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Maltas	OFFT-7239-CESB
June 19	F	8:30 a.m.-4:30 p.m.	\$159	NE City, NCLC, 102	Deremer	OFFT-7239-NCUA

Word 2016: Advanced

Prerequisite: Word Intermediate or equivalent experience

Participants will perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They also will create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own. **Online Registration Keyword: Word**

May 20	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407		OFFT-7240-CESA
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Microsoft Office Classes

Tips & Tricks: Word

Prerequisite: Basic Computer

Whether looking to enhance your basic skills with Word or learn new ones, this hands-on “tips and tricks” class is ideal. This class will cover and expand on the basics functions. Time will be available to ask questions.

Online Registration Keyword: Word

Jan. 16	Th	5:30-9 p.m.	\$79	Falls City, FCLC	White	OFFT-7230-FCSA
Feb. 24	M	5:30-9 p.m.	\$79	York, YKLC, K	Hopwood	OFFT-7230-YKSA
May 12	T	5:30-9 p.m.	\$79	Falls City, FCLC	White	OFFT-7230-FCSB

Spreadsheet Software

Excel 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to spreadsheet terminology and Excel’s window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. We will cover simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Beatrice, Falls City, Nebraska City, Plattsmouth, and York Sections: 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.

Lunch is on your own for full day classes. **Online Registration Keyword: Excel**

Jan. 30	Th	9:30 a.m.-5 p.m.	\$159	Plattsmouth, PLLC, 102	Glenn	OFFT-7166-PLSA
Feb. 1	S	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 400		OFFT-7166-BESA
Feb. 5	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7166-CESB
Feb. 18	T	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 334		OFFT-7166-BESB
March 2 & 9	M	5:30-9 p.m.	\$159	York, YKLC, K	Hopwood	OFFT-7166-YKSA
March 6	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7166-CESC
March 13	F	8:30 a.m.-4:30 p.m.	\$159	Falls City, FCLC	White	OFFT-7166-FCSA
April 15	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7166-CESD
April 17	F	8:30 a.m.-4:30 p.m.	\$159	NE City, NCLC, 402	Deremer	OFFT-7166-NCSA
May 6	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7166-CESE
May 26 & June 2	T	6-9:30 p.m.	\$159	Wahoo, WHLC, 101		OFFT-7166-WHSA

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Excel 2016: Intermediate

Prerequisite: Excel Basic or equivalent experience

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2016, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, and using workbook styles and themes. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Beatrice and Plattsmouth Sections: 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.

Lunch is on your own for full day classes. **Online Registration Keyword: Excel**

Feb. 19	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7167-CESB
Feb. 20	Th	9:30 a.m.-5 p.m.	\$159	Plattsmouth, PLLC, 102 Glenn		OFFT-7167-PLSA
Feb. 25	T	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 334		OFFT-7167-BESA
March-20	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7167-CESC
April-29	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7167-CESD
May 27	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7167-CEUA
May 29	F	8:30 a.m.-4:30 p.m.	\$159	NE City, NCLC, 102	Deremer	OFFT-7167-NCUA

Excel 2016: Advanced

Prerequisite: Excel Intermediate or equivalent experience

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2016 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

Lincoln Section: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Plattsmouth Section: 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.

Lunch is on your own for full day classes. **Online Registration Keyword: Excel**

March-19	Th	9:30 a.m.-5 p.m.	\$159	Plattsmouth, PLLC, 102 Glenn		OFFT-7168-PLSA
March-25	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Maltas	OFFT-7168-CESA
June 3	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408		OFFT-7168-CEUA

Microsoft Office Classes

Excel 2016 Macros: Basic

Prerequisite: Excel Advanced 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 Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own. **Online Registration Keyword: Excel***

March-27	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La-Cross	OFFT-7169-CESA
June 10	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7169-CEUA

Tips & Tricks: Excel

Prerequisite: Basic Computer

Whether looking to enhance on your basic skills with Excel or learn new ones, this hands on "tips and tricks" class is ideal. This class will cover and expand on the basics functions. Time will be available to ask any questions.

Online Registration Keyword: Excel

Feb. 10	M	5:30-9 p.m.	\$79	Hebron, HNL, 101	Hintz	OFFT-7235-HNSA
Feb. 11	T	5:30-9 p.m.	\$79	Falls City, FCLC	White	OFFT-7235-FCSA
June 24	W	5:30-9 p.m.	\$79	Falls City, FCLC	White	OFFT-7235-FCUA

Database Software

Access 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields and records; sort and filter data; and set field properties and data-entry rules. Students will then learn to create queries, forms and reports.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. The same book is used for all three levels. Lunch on your own.

Online Registration Keyword: Access

Feb. 12 & 14	W, F	8:30 a.m.-4:30 p.m.	\$259	Lincoln, CEC, 408	La Cross	OFFT-7241-CESA
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Want to Teach?

SCC is always looking for new instructors and courses to offer. If you possess expertise and experience in a subject area or are willing to share your favorite hobby, then send us your ideas.

Submit your class ideas at <http://bit.ly/wanttoteachscc>

Access 2016: Intermediate

Prerequisite: Access: Basic or equivalent experience

Participants will learn how to normalize data, manage table relationships and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. The same book is used for all three levels. Lunch on your own.

Online Registration Keyword: Access

March 11 & 13 W, F 8:30 a.m.-4:30 p.m. \$259 Lincoln, CEC, 408 La Cross OFFT-7243-CESA

Access 2016: Advanced

Prerequisite: Access Intermediate or equivalent experience

This course builds on the skills and concepts taught in Access Intermediate. Students will learn how to create crosstab, parameter and action queries; create macros; import, export and link database objects; create hyperlink fields; optimize, split and back up databases; passwordprotect and encrypt databases; and set Access options and properties.

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. The same book is used for all three levels. Lunch on your own.

Online Registration Keyword: Access

April-10 F 8:30 a.m.-4:30 p.m. \$159 Lincoln, CEC, 408 La-Cross OFFT-7243-CESA

Presentation Software

PowerPoint 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

*Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch on your own for full day class. Plattsmouth section is live-streamed from Nebraska City. **Online Registration Keyword: PowerPoint***

March-27 F 8:30 a.m.-4:30 p.m. \$159 Lincoln, CEC, 408 Massey OFFT-7245-CESA
 June 17 & 18 W, Th 5:30-9 p.m. \$159 NE City, NCLC, 102 Carr OFFT-7245-NCUA
 June 17 & 18 W, Th 5:30-9 p.m. \$159 Plattsmouth, PLLC, 102 Carr OFFT-7245-PLUA

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Microsoft Office Classes

Email Software

Outlook 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-Do lists, and Notes.

*Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access in the computer lab. Instructor will not have access to this information. **Online Registration Keyword: Outlook***

Feb. 21	F	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Massey	OFFT-7244-CESA
April 3	F	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Massey	OFFT-7244-CESA

NEW! Outlook Tips & Tricks

Prerequisite: Basic Computer class and must have Outlook account

Outlook is an essential tool to help you manage contact information. Whether looking to enhance on your basic skills with Outlook or learn new ones, this hands on “tips and tricks” class is ideal. This class will cover and expand on the basics functions, such as email, calendar, and tasks. Time will be available to ask any questions not covered in the class.

*Falls City section is live-streamed from Hebron. **Online Registration Keyword: Outlook***

March-26	Th	5:30-8 p.m.	\$45	Falls-City, FCLC	Hultgrien	OFFT-7225-FCSA
March-26	Th	5:30-8 p.m.	\$45	Hebron, HNLG, 101	Hultgrien	OFFT-7225-HNSA
April-23	Th	6-8:30 p.m.	\$45	Falls-City, FCLC	Hultgrien	OFFT-7225-FCSB

NEW! Business Writing

Prerequisite: Basic Computer class and must have Outlook account

Focus on the creative process of writing and creating the “down draft.” You will explore ways to engage readers to accomplish our goals (including using the principles of “plain language”) and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with “dental drafts” to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill our credibility.

*A certificate of professional development and 0.8 CEUs will be awarded for successfully completing this class. Registration deadline March 6. NOTE: York section is live-streamed from Lincoln. **Online Registration Keyword: Business***

March-20 & 27	F	8:30 a.m.-12:30 p.m.	\$229	Lincoln, CEC, 402	Deems	BSAD-3011-CESA
March-20 & 27	F	8:30 a.m.-12:30 p.m.	\$229	York, YKLC, K	Deems	BSAD-3011-YKSA

Adobe Classes

Adobe Creative Cloud Training Opportunities!

Want to bring the latest updates to Photoshop, InDesign or Illustrator to your workplace? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center in Lincoln.

Contact Training Solutions at 402-437-2700 or continuinged@southeast.edu.

Adobe Acrobat DC Pro

Prerequisite: Word Basic or equivalent experience

Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! Learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page layout application, scanned document, Web page, or digital photo can be converted to Adobe PDF using Acrobat software. Learn the best way to create a PDF for specific situations.

*No book required. Lunch on your own. **Online Registration Keyword: Adobe***

Jan. 31	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Massey	GDMA-7034-CESA
April 24	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Massey	GDMA-7034-CESB

Introduction to Illustrator CC

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience and knowledge of Adobe CC software

This class is for beginners who want to master the fundamentals of Adobe Illustrator and begin creating vector graphics. We will cover the tools of Illustrator, the interface, how to save and print files, and how to work with basic shapes, lines and color. This hands-on course will give you practice on actual art and plenty of resources for continued Illustrator work.

*While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. **Online Registration Keyword: Illustrator***

March 24 & 26	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Johnson	GDMA-6975-CESA
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Introduction to InDesign CC

Prerequisite: Windows Operating System experience and knowledge of Adobe CC software

This class introduces the fundamentals of InDesign CC. It focuses on the core features of InDesign, including introducing the workspace, panels, document creation, working with pages, importing graphics, importing and editing text, and working with color.

*While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. **Online Registration Keyword: InDesign***

Jan. 15 & 22	W	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Guthard	GDMA-3697-CESA
April 1 & 8	W	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Guthard	GDMA-3697-CESB

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Adobe Classes

Adobe InDesign: Streamlining Your Workflow

Prerequisite: Introduction to InDesign CC (GDMA-3697)

This class introduces the more advanced features of InDesign CC that will make your workflow more effective and efficient. Features such as character styles, paragraph styles, object styles, master pages and templates, tables and table styles, and a brief look at interactive PDFs will be introduced.

*While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. **Online Registration Keyword: InDesign***

Feb. 6	Th	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Guthard	GDMA-7276-CESA
April 15	W	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Guthard	GDMA-7276-CESB

Adobe InDesign: Exploring Graphic Features

Prerequisite: Introduction to InDesign CC (GDMA-3697)

This class introduces the more advanced features of InDesign that will give your projects an impactful design edge. Features such as applying and adjusting effects, object styles and effects, blending modes, auto-fitting, clipping paths and alpha channels, and a brief look at interactive PDFs will be presented.

*While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. **Online Registration Keyword: InDesign***

Feb. 13	Th	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Guthard	GDMA-7278-CESA
April 22	W	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 402	Guthard	GDMA-7278-CESB

Introduction to Photoshop Creative Cloud

Prerequisite: Experience navigating in Mac or PC environments

Ready to get up close and personal with the top choice of professional editors, designers and photographers to create powerful images? Whether you've played around in Photoshop just a bit or have never opened the application, this is the class for you. We'll learn about contrast, saturation, color correction, making selections, working with layers, blend modes, and adding text.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch on your own.

Online Registration Keyword: Photoshop

Feb. 22	S	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Beck	GDMA-3620-CESA
March 12 & 13	Th, F	9 a.m.-12:30 p.m.	\$159	Lincoln, CEC, 402	Kunce	GDMA-3620-CESB
May 28 & 29	Th, F	9 a.m.-12:30 p.m.	\$159	Lincoln, CEC, 402	Kunce	GDMA-3620-CEUA

Adobe Spark

Prerequisite: Windows Operating System and Internet experience

Create branded webstories, animated videos, and social graphics with Adobe Spark. This class will help you get started to create, edit and share visual stories from any device.

Online Registration Keyword: Spark

Jan. 22	W	9 a.m.-Noon	\$69	Lincoln, CEC, 402	Guthard	GDMA-7280-CESA1
April 29	W	1-4 p.m.	\$69	Lincoln, CEC, 402	Guthard	GDMA-7280-CESB

Canva

Prerequisite: Windows Operating System and Internet experience

Learn to use Canva's drag and drop feature and professional layouts to design stunning graphics. The tools can be used for both Web and print media design. No design skills necessary!

Online Registration Keyword: Canva

Jan. 29	W	9 a.m.-Noon	\$69	Lincoln, CEC, 402	Guthard	GDMA-7285-CESA
April 29	W	9 a.m.-Noon	\$69	Lincoln, CEC, 402	Guthard	GDMA-7285-CESB

Macintosh Classes

Mac for Beginners

This introductory course is for those with little or no previous computer experience and teaches skills to get students up and running. You will become familiar with the basic operation of the Apple Macintosh operating system. Subjects covered include introducing the Mac interface, using and navigating with the mouse (click, double-click, and click and drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons.

*Each class is customized to the students' needs. No book required. Plattsmouth section is live-streamed from Nebraska City. **Online Registration Keyword: Mac***

March 10 & 12	T, Th	6-9 p.m.	\$149	Lincoln, CEC, 404	Kunce	GDMA-3612-CESA
June 8 & 10	M, W	6-9 p.m.	\$149	NE City, NCLC, 102	Carr	GDMA-3612-NCUA
June 8 & 10	M, W	6-9 p.m.	\$149	Plattsmouth, PLLC, 102	Carr	GDMA-3612-PLUA

Macintosh Basics

Prerequisite: Mac for the Beginner (GDMA-3612) or equivalent experience (Some mouse, typing and navigational skills are needed for this course.)

This class is for the occasional user who wants to increase knowledge and skill on the Apple Macintosh operating system. Topics include creating and organizing folders and documents, organizing emails, customizing the dock, setting preferences; efficiently navigating the internet and organizing bookmarks; connecting accessories; creating data backups; troubleshooting basic problems; discovering self-help features such as search and find, online videos, help files, tutorials and much more.

Each class is customized to the students' needs. No book required.

Online Registration Keyword: Macintosh

March 23 & 25	M, W	6-9 p.m.	\$149	Lincoln, CEC, 404	Kunce	GDMA-3575-CESA
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Macintosh Classes

Intermediate Mac

Prerequisite: Macintosh Basics (GDMA-3575) or equivalent experience

This course will expand your basic Macintosh skills. Topics include basic maintenance, troubleshooting, backup strategies, disk repair and other tools to get the most out of your Mac. Learn tips and techniques to expand your computing skills. You also will learn how to increase the efficiency and security of your computer.

Each class is customized to the students' needs. No book required.

Online Registration Keyword: Mac

April 8 W 6-9 p.m. \$79 Lincoln, CEC, 404 Kuncce GDMA-3578-CESA

Windows to Mac Transition

This course is designed for the PC user who has just switched to the Mac either at work or home, and wants to find out how to adapt old working habits to the Macintosh Operating System. Topics include navigating the Mac interface, translating from Windows to Mac ("Alt" = "Option" for example), setting preferences, and other tasks. This course is for an experienced computer user who wants to gain familiarity and hands-on experience with the Mac OS.

No book required. Online Registration Keyword: Mac

Feb. 26 W 6-9 p.m. \$79 Lincoln, CEC, 404 Kuncce OFFT-6561-CESA

Web Technologies

Building a Website Level I

Prerequisite: Basic Computer (OFFT-3502) or equivalent experience

This class introduces basic concepts needed to create a website. It begins with an introduction to Web technologies and then provides a comprehensive overview of HTML5. In-class exercises focus on basic webpage layout, HTML5 syntax, text formatting, graphics, hyperlinks, and tables.

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Prior to class, read pages 1-10 in workbook.

Falls City, Hebron, NE City, and Plattsmouth Sections: 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.

February class is live-streamed from Lincoln. June class is live-streamed from Nebraska City.

Online Registration Keyword: Website

Jan. 14 & 16	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Johnson	INFO-3862-CESA
Feb. 3-5	M, W	6-9:30 p.m.	\$159	Falls City, FCLC	M. Olson	INFO-3862-FCSA
Feb. 3-5	M, W	6-9:30 p.m.	\$159	Hebron, HNLC, 101	M. Olson	INFO-3862-HNSA
Feb. 3-5	M, W	6-9:30 p.m.	\$159	Lincoln, CEC, 402	M. Olson	INFO-3862-CESB
Feb. 3-5	M, W	6-9:30 p.m.	\$159	Plattsmouth, PLLC, 102	M. Olson	INFO-3862-PLSA
March 3 & 5	T, Th	6-9:30 p.m.	\$159	NE City, NCLC		INFO-3862-NCSEA
June 9 & 11	T, Th	6-9:30 p.m.	\$159	Falls City, FCLC	M. Olson	INFO-3862-FCUA
June 9 & 11	T, Th	6-9:30 p.m.	\$159	NE City, NCLC, 103	M. Olson	INFO-3862-NCUA
June 9 & 11	T, Th	6-9:30 p.m.	\$159	Plattsmouth, PLLC, 102	M. Olson	INFO-3862-PLUA

Building a Website Level II

Prerequisite: Building a Website Level I (INFO-3862) or equivalent experience

This class picks up where Level I ends. Learn to create an attractive and organized website using HTML5 and Cascading Style Sheets. In-class exercises guide students through developing a full-fledged website using HTML5 and CSS.

*Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. **Online Registration Keyword: Web***

Feb. 18 & 20	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 402	Johnson	INFO-3863-CESA
March 16 & 18	M, W	6-9:30 p.m.	\$159	Lincoln, CEC, 402	M. Olson	INFO-3863-CESB

SharePoint

If you are looking for basic SharePoint training to help your employees better understand the most common tasks associated with updating/editing your SharePoint environment, or if you want to expand your knowledge and use of specific features of SharePoint, SCC can assist you.

For more information on customized SharePoint training, contact Lora Ives, Training Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.

NEW! Using Video in Marketing

From the background behind this tool to editing video, this class will provide an engaging opportunity to learn how to use video when marketing your small business. Learn the important elements needed to enhance your marketing needs using videos.

Online Registration Keyword: Video

March 24-April 7	T	6-9 p.m.	\$99	Falls City, FCLC	BSAD-7305-FCSA
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WordPress

Discover the basics to create a website. Learn how to install WordPress on your PC or Mac, navigate the WordPress dashboard, create pages and posts, custom menus, and create functional websites.

Online Registration Keyword: WordPress

Feb. 17 & 19	M, W	6-9:30 p.m.	\$159	Lincoln, CEC, 402	M. Olson	INFO-7296-CESA
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Want to Teach?

SCC is always looking for new instructors and courses to offer. If you possess expertise and experience in a subject area or are willing to share your favorite hobby, then send us your ideas.

Submit your class ideas at <http://bit.ly/wanttoteachsc>

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Internet

Using the Cloud

This class will show you how to set up online storage. Topics include SkyDrive, Google drive, Amazon drive, Dropbox, and Box. Cloud storage is usable with desktops, laptops, tablets, iPads, and smartphones.

Online Registration Keyword: Cloud

Feb. 1	S	Noon-2 p.m.	\$29	NE City, NCLC, 103	McKinney	AREA-0901-NCSA
Feb. 11	T	6-8 p.m.	\$29	Beatrice, KEN, 400	McLellan	BBBx-1179-BESA

Do You Google?

Google has many special features to help you find exactly what you're looking for, but are you using all that Google has to offer? Find out what you are missing. Some of the topics covered include: search, Gmail, drive, maps, photos, YouTube, and more.

Online Registration Keyword: Google

March 3-10	T	6-7:30 p.m.	\$29	Wahoo, WHLC, 101	Bohaty	AREA-0893-WHSA
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Online Buying & Selling

Have you thought about selling your stuff on line? Learn more about the primary places people sell items, (Craigslist, Facebook® marketplace and eBay®) and how selling on these sites really works. We will talk about "gotchas" and types of payment processing.

This class is for personal sales ONLY. Business interest is welcome but it won't be the focus of the class. **Online Registration Keyword: Selling**

Jan. 23	Th	6-8 p.m.	\$29	Lincoln, CEC, 406	T. Jensen	LLLX-0531-CESA
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iCloud Photo Management Including Photo Stream

Learn to share photos anywhere you have Internet access. Cloud services routinely back up their data so you should never lose your photos even if your own computer explodes. Discover how easy it is to manage your photos in the cloud.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. NOTE: Not a photography class but a photo management class. Bring your device fully charged.

Online Registration Keyword: Photo

Jan. 27	M	6-8 p.m.	\$29	Lincoln, CEC, 404	T. Jensen	LLLX-0680-CESA
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Shutterfly Photo Book Memories

Learn how to master the free Internet website Shutterfly to design and create your own photo books and/or albums. Shutterfly has all the tools with easy options for editing, colors, backgrounds, and fonts for the beginner or creatively challenged. You will start a photo book and design in the first class and gain knowledge to work on your project outside of class. The final class will be spent getting one-on-one help and ordering your finished product.

Students need to log on and set up a Shutterfly account prior to first class. Bring to class: Shutterfly account username and password and 12-15 pictures on a flash drive. Basic computer knowledge and Internet skills are needed to be successful. Cost does not include the cost of your finished product. **Online Registration Keyword: Shutterfly**

Feb. 8-15	S	9:30-11:30 a.m.	\$35	Beatrice, KEN, 400	Clay	BBBx-1382-BESA
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Video Chatting

Prerequisites: One of these apps (FaceTime or Facebook Messenger) already installed on your phone or tablet.

Do you live hours from your grandchildren? Do you want to be able to see the friend or family member you're talking to on the phone? Video chatting apps give us the ability to feel close to those who are far away. With just a little help, you'll be video chatting tomorrow!

All sections are live-streamed from Hebron. **Online Registration Keyword: Video**

April 6	M	5:30-8 p.m.	\$24	Hebron, HNLC, 101	Fangmeier	AREA-1392-HNSA
April 6	M	5:30-8 p.m.	\$24	NE City, NCLC, 104	Fangmeier	AREA-1392-NCSA
April 6	M	5:30-8 p.m.	\$24	Plattsmouth, PLLC, 102	Fangmeier	AREA-1392-PLSA
April 6	M	5:30-8 p.m.	\$24	Wahoo, WHLC, 101	Fangmeier	AREA-1392-WHSA

Social Media

Facebook® for 50 & Better!

Get face to face with Facebook®. Learn all the neat things this popular social media site can do. Surprise your children, grandchildren and friends with your newfound knowledge. Connect with relatives, friends and even high school and college classmates. Spruce up your profile with information and pictures, all while learning to use Facebook® safely.

Online Registration Keyword: Facebook

Feb. 22 & 29	S	10:30 a.m.-Noon	\$29	Wahoo, WHLC, 102	Blackwell	AREA-1501-WHSA
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Facebook® I: Ins & Outs

Designed for anyone interested in Facebook® and all of its features, including privacy. Come and explore this interesting social networking tool.

*This is a personal Facebook® class, not a business focus. VERY IMPORTANT: Bring your Facebook® account and password information or phone that you can use to reset your password. **Online Registration Keyword: Facebook***

Jan. 13	M	6-8 p.m.	\$29	Lincoln, CEC, 402	T. Jensen	LLLX-0529-CESA
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One-on-One Social Media Training

This learning opportunity is designed for the person who wants one-on-one instruction for how to use social media. Subject-matter experts will work with you at a pace in which you are comfortable. Instruction is available for beginning users as well as those who have developed specific questions and want to delve deeper into Facebook®, Pinterest, Twitter, etc.

*Registration gives you up to one hour of personalized attention on topics that meets your specific need. After registration, a college representative will contact you to help develop your individualized training plan. **Online Registration Keyword: Social***

Nebraska City Area	\$35	AREA-1376-NCSA
Plattsmouth Area	\$35	AREA-1376-PLSA

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Computer Networking & Maintenance

CompTIA A+ (IT Technician): Core 1 & Core 2

The A+ course prepares an individual for both of the A+ certification exams. The exams are designed to certify the competency of entry-level service technicians, and the A+ certification signifies that the certified individual possesses the knowledge, skills and customer relations attributes necessary to be a successful computer technician. The A+ course covers a broad range of hardware and software technologies (not related to any vendor-specific products). Core 1 covers material for exam 220-1001. Core 2 covers material for exam 220-1002.

*Required books are available at the SCC Campus Store, 8800 O St., Lincoln, or www.sccbookstore.com. This class is taught from the official CompTIA A+ Training study material and is taught by certified instructors. If the student decides to take the certified A+ exams at the conclusion of the class, two exams are required: (1) Essentials 220-1001 and (2) Practical Application 220-1002. Cost for these certified exams are separate. Payment plans available! Contact the Business Office at 402-437-2558 for details. **Gap Tuition Assistance available to those who qualify.** See page 27 or visit www.southeast.edu/cefinassist for assistance options. **Online Registration Keyword: Technician***

Core 1:

Jan. 28-Feb. 27 T, Th 5:30-8:30 p.m. \$799 Lincoln, CEC, 402 Hobbs INFO-3930-CESA

Core 2:

May 5-June 11 T, Th 5:30-8:30 p.m. \$799 Lincoln, CEC, 402 Hobbs INFO-3932-CESA

CompTIA Network+

The N+ course prepares you for the N+ certification exam. The intermediate level certification is designed to certify the knowledge of networking technicians with at least nine months of experience in the IT industry. The course covers a wide range of vendor and product-neutral networking technologies, including network cables and devices; networking operations systems; and network design, implementation, and maintenance.

*This class is taught from official CompTIA material by certified instructors. Required book is available at the SCC Campus Store. Cost for the certification exam (N10-006) is separate and exam can be scheduled through the testing center. **Gap Tuition Assistance is available for those who qualify.** See page 27 or visit www.southeast.edu/cefinaid for assistance options. Payment plans for this class are available! Contact the Business Office at 402-437-2558 for details. **Online Registration Keyword: CompTIA***

March 17-April 23 T, Th 5:30-8:30 p.m. \$799 Lincoln, CEC, 402 Hobbs INFO-3915-CESA

CompTIA Security+

CompTIA Security+ is for those whose job responsibilities include securing network services, devices and traffic. This course will prepare students for the CompTIA Security+ certification exam (SY0-501). Topics include knowledge of and professional experience with security fundamentals, networks and organizational security as well as skills required to implement basic security services on any time of computer network.

Online Registration Keyword: CompTIA

June 23-July 30 T, Th 5:30-8:30 p.m. \$799 Lincoln, CEC, 402 Hobbs INFO-3855-CEUA

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CCNA 1-2: Introduction to Networks, Routing & Switching Essentials

This course introduces network architecture, functions, protocols and devices and sets the framework for networking. Network models are used to identify and detail the functionality within a network. Routing and switching operation and protocols are examined, as well as the programming of routers and switches. Network addressing with IPv4 and IPv6, and routing protocols also are examined. This course enables one to build, test and troubleshoot networks involving routing and switching. Protocols examined include STP, RIP, EIGRP, and OSPF as well as others. These concepts will be reinforced with the hands-on portion of the course.

(10.4 CEUs) **Gap Tuition Assistance available to those who qualify.** See page 27 or visit www.southeast.edu/cefinassist for assistance options.

Jan. 7-May 7 T,Th 5:30-8:30 p.m. \$1,889 Lincoln, LNK, N-11 Aalberg ELEC-6891-LNSA

CCNA 3-4: Scaling Networks & WAN Technologies

Prerequisite: CCNA 1-2 (ELEC-6891)

This course builds on the routing and switching knowledge gained in the CCNA 1-2 course. Students examine advanced concepts utilized in larger and more robust networks and expand on the operation of routing and switching protocols used to scale networks and make them more fault tolerant. Various WAN technologies are discussed, including WAN connection types and VPNs. Students gain the knowledge needed to operate and maintain a complex network design.

(10.4 CEUs) This course, paired with the CCNA 1-2 course, will prepare students to sit for the CCNA Routing and Switching exam (200-120). **Gap Tuition Assistance available to those who qualify.** See page 27 or visit www.southeast.edu/cefinassist for assistance options.

Class will be offered in Fall 2020.



**15th Annual
Nebraska Cyber
Security Conference**
Tuesday, Oct. 20
8 a.m.-4 p.m.
**Southeast Community
College, 8800 O St., Lincoln**

We are all “virtual neighbors” in cyberspace, and what we do, or don’t do, can affect many others. The Nebraska Cyber Security Conference will assist in raising our awareness of cyber security and help in protecting all of us in cyberspace. If we each do our part, we can collectively have a positive impact on Nebraska’s secure resources.

Watch www.southeast.edu/ncsc for updates.

Smart Devices

One-on-One Smart Device Training

This learning opportunity is for the person who wants one-on-one instruction on using a smartphone or smart device. Subject-matter experts will work with you at a comfortable learning pace. Instruction is available for beginning users and troubleshooting with iPhone, iPad and Android devices.

Registration gives you up to one hour of personalized attention on the smart device that meets your specific need. After registration, a college representative will contact you.

Online Registration Keyword: Smart

Falls City Area	\$35	AREA-0880-FCSA
Hebron Area	\$35	AREA-0880-HNSA
Nebraska City Area	\$35	AREA-0880-NCSA
Plattsmouth Area	\$35	AREA-0880-PLSA
Wahoo Area	\$35	AREA-0880-WHSA

Tips & Tricks with Your New iPhone or iPad

Take advantage of the features your iPhone or iPad offers. We will help you with tips in messages, phone calls and camera and as time allows, iCloud, storage and other apps.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and the OS (operating system) updated to the most recent release. Be sure your device is fully charged before coming to class.

Online Registration Keyword: iPhone

Jan. 22	W	6-8 p.m.	\$29	Lincoln, CEC, 404	Jensen	LLLX-0674-CESA
April 16	Th	6-8 p.m.	\$29	Plattsmouth, PLLC, 102	Warga	AREA-1390-PLSA

iPhone/iPad II: Beyond the Basics

Discover advanced iPhone or iPad topics, including call features such as conference calling, hold, message to answer later, notification in depth, highly useful apps for sharing, and working with documents. We will cover iCloud storage and basic photo management.

Any iOS device, including iPad or iPhone, preferably purchased within the last two years and OS updated to the most recent release. Be sure your device is fully charged before coming to class.

Online Registration Keyword: iPhone

Jan. 29	W	6-8 p.m.	\$29	Lincoln, CEC, 404	Jensen	LLLX-0672-CESA
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Smartphone Basics: iPhone

You have a cool new iPhone, but how do you use it? We will teach you about icons, apps, and other cool features on your smartphone! This class will be specific to iPhone users.

Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway! Hebron section is live-streamed from Falls City.

Online Registration Keyword: Smartphone

Feb. 8	S	9-11:30 a.m.	\$29	NE City, NCLC	McKinney	AREA-1393-NCSA
Feb. 12	W	5:30-8 p.m.	\$29	Hebron, HNLC, 101	Steinhauser	AREA-1393-HNSA
Feb. 12	W	5:30-8 p.m.	\$29	Falls City, FCLC	Steinhauser	AREA-1393-FCSA

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Smartphone Basics: Android

You have a cool new Android, but how do you use it? We will teach you about icons, apps and other cool features on your smartphone! This class is specific to Android users.

Bring your phone fully charged so you can practice using the phone you own. If you don't own a smartphone yet, come anyway! Falls City section is live-streamed from Hebron.

Online Registration Keyword: Smartphone

Feb. 8	S	12:30-3 p.m.	\$29	NE City, NCLC, 105	McKinney	AREA-1394-NCSA
Feb. 24	M	5:30-8 p.m.	\$29	Hebron, HNLC, 101	Steinhauser	AREA-1394-HNSA
Feb. 24	M	5:30-8 p.m.	\$29	Falls City, FCLC	Steinhauser	AREA-1394-FCSA

Smartphone Next Level

Suggested Prerequisite: Smartphone Basics

Want to learn even more about your smartphone? With this Next Level class, we will review where we left off at the Smartphone Basics class and take it to a whole new level. We will dig deeper about topics like managing your phone; if it's lost, stolen or needs to be reset; using Apps and continual learning about calling and texting.

Don't have a smartphone? Come anyway! Please bring your fully charged phone with access to your Gmail (Android) or Apple ID (iPhone). Hebron section is live-streamed from Falls City.

Online Registration Keyword: Smartphone

March 10	T	5:30-8 p.m.	\$29	Falls City, FCLC	Steinhauser	AREA-1396-FCSA
March 10	T	5:30-8 p.m.	\$29	Hebron, HNLC, 101	Steinhauser	AREA-1396-HNSA

Let's Do Lunch Series: Techy Tips

Bring your phone and learn a cool trick to use when sending a text message. Don't have a Smartphone? Come anyway and learn a new trick!

Online Registration Keyword: Lunch

Jan. 28	T	Noon-1 p.m.	\$10	Falls City, FCLC		AREA-6665-FCSA
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SCCNebCE

sccbbeatricece

SCCLearningCenteratFallsCity

SCCLearningCenteratHebron

SCCLearningCenteratNebraskaCity

SCCLearningCenteratPlattsmouth

SCCLearningCenteratWahoo

SCCLearningCenteratYork



SCCNebCE

Accounting Software

QuickBooks 2018: Basic

Prerequisite: Windows experience

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

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Prior to class, read pages 1-10 in workbook.

Beatrice and Hebron Sections: 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.

This basic course does not customize features to your business. Lunch is on your own.

Online Registration Keyword: QuickBooks

Jan. 20-27	M	5:30-8:30 p.m.	\$159	Hebron, HNLC, 101	Hintz	ACCT-7271-HNSA
Jan. 21	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7271-CESA
Feb. 12	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7271-CESB
Feb. 20	Th	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 334		ACCT-7271-BESA
March 24	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	ACCT-7271-CESC
May 2	S	8:30 a.m.-4:30 p.m.	\$159	NE City, NCLC, 102	Best	ACCT-7271-NCSA

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, process payroll, pay payroll liabilities, year-end W-2s and 1099s.

Lincoln Sections: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Prior to class, read pages 1-10 in workbook.

Beatrice Section: 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.

Online Registration Keyword: QuickBooks

Jan. 23	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402		ACCT-7272-CESA
Feb. 19	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402		ACCT-7272-CESB
Feb. 27	Th	8:30 a.m.-4:30 p.m.	\$159	Beatrice, KEN, 334		ACCT-7272-BESA

NEW! Introductory QuickBooks Online

This online version of QuickBooks is for small business owners wanting to learn to utilize the software for tracking of their income and expenses. Business owners will learn how to set up company files; create customers; vendors; create invoices; run reports; and utilize the banking features.

*This workshop will be presented in partnership with the Center for Rural Affairs' REAP program and funded in part by the U.S. Small Business Administration. This service is extended to the public on a nondiscriminatory basis and reasonable accommodations for, those in need, will be made if requested in advance. **Online Registration Keyword: QuickBooks***

Feb. 10	M	1-4 p.m.	\$59	NE City, NCLC, 102	Aue	ACCT-3000-NCSA
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Location Key

Beatrice

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

Falls City

FCLC.....SCC Learning Center at Falls City, 3200 Bill Schock Blvd.

Hebron

HNLC SCC Learning Center at Hebron, 610 Jefferson Ave.

Lincoln

CEC Jack J. Huck Continuing Education Center,
301 S. 68th St. Place

LNK.....SCC Lincoln Campus, 8800 O St.

NE City

NCLC.....SCC Learning Center at Nebraska City, 819 Central Ave.

Plattsmouth

PLLC.....SCC Learning Center at Plattsmouth, 537 Main St.

York

YKLC SCC Learning Center at York, 3130 Holen Ave.

Online Learning



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.

Introduction to Crystal Reports

Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

Introduction to Python 2.5 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Hack Your Way to Security

Use ethical hacking techniques to locate and close security holes in your own network.

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.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

BROWSE COURSES IN:

Accounting and Finance

Business

College Readiness

Computer Applications

Design and Composition

Health Care and Medical

Language and Arts

Law and Legal

Personal Development

Teaching and Education

Technology

Writing and Publishing

www.ed2go.com/scnc



Skills for the 21st Century

NEW! Certificate in Structured Query Language (SQL)

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL also can lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.

Instructor: Cecilia Allison
\$595 for full certificate

Introduction to SQL

Offerings start monthly, February-September; Single Course \$245

Intermediate SQL

Offerings start monthly, March-October (not available as single course)

Advanced SQL

Offerings start monthly, April-November (not available as single course)

Data Analysis Certificate

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Project Management Certificate

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook® to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

BROWSE CERTIFICATES & COURSES IN:

Business
Business Communication
Health • Human Resources
Leadership • LEED Green Workplace
Management
New Media Marketing
Personal Development
Social Media for Business
Technology Skills
Training and Education
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<http://bit.ly/SCC-UGotClass> • 855-846-8252

Customized Talent Development



Designed with you in mind!

Our courses can be delivered exclusively to your organization and can be customized to support your specific computer and technology needs. We also can partner with you to tailor learning solutions unique to your organization's initiatives. Our goal is to provide the highest quality learning and development solutions that yield real results to help build your high-performance workforce.

Please contact Marguerite or Lora to discuss how Training Solutions can help you reach your goals by developing your No. 1 asset—your people!

Marguerite Himmelberg

402-323-3388 or
800-828-0072, ext. 3388
mhimmelberg@southeast.edu

Lora Ives

402-437-2714 or
800-828-0072, ext. 2714
lives@southeast.edu

Student Financial Assistance

Can the Gap Tuition Assistance Program help you with your education goals?

The Gap Tuition Assistance Program provides funding for short-term training for in-demand jobs – making your education FREE!

Who is eligible?

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income	Household Size	Annual Income
1.....	\$31,225	4.....	\$64,375
2.....	\$42,275	5.....	\$75,425
3.....	\$53,325	6.....	\$86,475

** Annual Income is subject to change.

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program of study*.

Training Programs of Study

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- Leadership Certificate
- Business/Information Technology
- Manufacturing/Industrial Technology
- Computer Programming & Networking
- Lean/Six Sigma
- Welding
- Fiber Optics
- Health Care

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.

NOTE: Beginning Fall 2019 Gap Tuition Assistance program will be able to cover specific credit courses. Please contact Heather for more information!

For more information, contact:

Heather Bloomquist

402-323-3394

hbloomquist@southeast.edu

OR visit www.southeast.edu/cefinassist

* Programs of study can be found at the web address above, and can be bundled.

4

Easy Ways to Register

1. **Register ONLINE** at <http://bit.ly/registercecomputers> **OR**
Complete the registration form on the inside back cover.
Please Print.
then either...
2. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
3. **FAX** the registration form with credit card number **to 402-437-2703**
4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a COPY of the completed form, or record the information for your reference.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Questions about registration or space availability, contact:

Continuing Education • 402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 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.

Questions?

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College 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 Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.



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

PLEASE PRINT

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.

Today's Date

____/____/____

Social Security Number OR SCC Student ID Number		Name: Last		First		Middle Initial	
Residence Mailing Address		City	State	Zip	County #		
Email Address		Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone			
Identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X (Gender variant/Non-binary)	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American			

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

SIGNATURE

Check Cash Mastercard AMEX Discover VISA Code

Name as it appears on card: _____

Exp. Date _____ CC # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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.

Would you like a receipt mailed to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	SCC staff Tuition Waiver ()	FOR OFFICE USE ONLY
TOTAL DUE		ID# _____ DE _____

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 for a refund; 3) that my registration is subject to the college's refund policy; 4) that my registration is subject to the college's policies on academic honesty as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the college procedures in the Student Handbook 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 characteristics. For more information, contact the Office of Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or iso@southeast.edu.