Software Applications
Spring 2020

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at www.southeast.edu/Technology.

**Excel 2016: Basic**
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
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.

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<th>Location</th>
<th>Registration</th>
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<tr>
<td>April 14</td>
<td>T</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Beatrice, KEN, 334</td>
<td>$159</td>
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Keyword: Excel

**Excel 2016: Intermediate**
Prerequisite: Excel Basic or equivalent experience
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.

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Keyword: Excel

**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. 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.

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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.

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Keyword: QuickBooks

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

**FREE TRAINING**
For information on financial assistance options, visit www.southeast.edu/cefinassist
For more information, contact us at 800-828-0072 or continuinged@southeast.edu

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

Cancellation/Refund Policy: You must cancel the Continuing Education office at 402-437-2700 or 800-828-0072 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.
**REGISTER ONLINE**

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.

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### 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](http://www.southeast.edu/collegecatalog) for additional information.

Social Security Number OR SCC Student ID Number: ______________________

Birth Date: ______________________

Name: ______________________
   Last ______________________
   First ______________________
   Middle Initial ______________________

Residence Mailing Address: ______________________

City: ______________________

State: ______________________

Zip: ______________________

County #: ______________________

Email Address: ______________________

Cell Phone: ______________________

Home: ______________________

Business Phone: ______________________

I identify as: ☐ Male ☐ Female

☐ 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

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**SIGNATURE**

☐ Check ☐ Cash ☐ Mastercard ☐ AMEX ☐ Discover ☐ VISA ☐ V Code __________

Name as it appears on card: ______________________

Exp. Date: __/___

CC #: ______________________

Billing agency (INCLUE 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.

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**Today's Date**

__/___

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**Are you a SCC Staff Tuition Waiver?** ☐ Yes ☐ No

**TOTAL DUE** $ __________

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SCC Staff Tuition Waiver [ID] __________

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FOR OFFICE USE ONLY

ID# __________

DE __________

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Submission of this form indicates that I understand: (1) that my registration is complete and that I am responsible for the tuition and fees and subject to a grade in the course(s) listed; (2) that I may officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form. (3) that I understand the course(s) listed is/are for which I intend to enroll and (4) that all information contained herein is correct as stated, and (5) any changes to 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 factors prohibited by law or College policy. Requests concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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301 S. 68th St. Place, Lincoln, NE 68510

402-437-2700 • 800-828-0072 • FAX 402-437-2703

[www.southeast.edu/continuing](http://www.southeast.edu/continuing)