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.

April 14
Beatrice, KEN, 334
8:30 a.m.-4:30 p.m.
OFFT-7166-BESB
$159

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.

April 21
Beatrice, KEN, 334
8:30 a.m.-4:30 p.m.
OFFT-7167-BESB
$159

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.

April 30
Beatrice, KEN, 334
Johnson
ACCT-7271-BESB
8:30 a.m.-4:30 p.m.
$159

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.

May 7
Beatrice, KEN, 334
Johnson
ACCT-7272-BESB
8:30 a.m.-4:30 p.m.
$159

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 call 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 do not 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.*

### 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 requires, 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

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<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Birth Date</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
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#### Residence Mailing Address

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#### Email Address

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<tr>
<th>Address</th>
<th>Cell Phone</th>
<th>Home</th>
<th>Business Phone</th>
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</thead>
</table>

#### I identify as:  
- Male  
- Female

#### Nebraska Resident

- Non-Resident

- Hispanic or Latino
- Not Hispanic or Latino

- White
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Black/African-American

#### Race (Select one or more):

- American Indian/Alaska Native
- Asian
- Black/African-American
- Hispanic or Latino
- White

#### Ethnicity (select one):

- Non-Resident
- Hispanic or Latino
- Not Hispanic or Latino

#### COURSE NUMBER

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<th>TITLE</th>
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#### SIGNATURE

- Check  
- Cash  
- Mastercard  
- AMEX  
- Discover  
- VISA  
- V Code

Name as it appears on card: ____________________________

Exp. Date: __/__/___

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.

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) if should I officially drop, cancel, or withdraw, any refund tuition will be determined by the date I submit this form; 3) I have paid any balance due prior to enrollment; 4) the information provided is true and complete; and 5) any errors or inaccuracies in the student’s academic record will be the sole responsibility of the student. If I withdraw or cancel a class after the start of the course, I manage an refund will be issued. The College reserves the right to cancel classes for any reason, including insufficient enrollment. If a course is cancelled, the student will receive a refund of all tuition and fees paid. The College reserves the right to cancel classes for any reason, including insufficient enrollment. If a course is cancelled, the student will receive a refund of all tuition and fees paid.

SCC Staff Tuition Waiver [ ]

Would you like a receipt mailed to you?  
- Yes  
- No

TOTAL DUE

$5

TOTAL DUE

$5

TOTAL DUE

$5

TOTAL DUE

$5

### Information

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)