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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<th>Th</th>
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<td>Johnson</td>
<td>ACCT-7271-BESB</td>
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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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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.
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](http://www.southeast.edu/collegecatalog) for additional information.

**Social Security Number OR SCC Student ID Number**

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<th>Social Security Number OR SCC Student ID Number</th>
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**Residence Mailing Address**

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**Additional Registration Information**

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<th>Non-Resident</th>
<th>Ethnicity (select one):</th>
<th>Hispanic or Latino</th>
<th>Not Hispanic or Latino</th>
<th>Race (Select one or more):</th>
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<th>Asian</th>
<th>American Indian/Alaska Native</th>
<th>Native Hawaiian/Other Pacific Islander</th>
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**Signing:**

- [Check] [Cash] [Mastercard] [AMEX] [Discover] [VISA] [V Code ______]  
- **Signature**: ____________________________________________________________

**Would you like a receipt mailed to you?**  
- [Yes] [No]  

**SCC Staff Tuition Waiver**  
- [ ]

**Total Due**  
- $____

**FOR OFFICE USE ONLY**  
- [ID# __________________] [DE __________________]

**Student Information**

- [Name as it appears on card: ___________________________]
- [Exp.Date ______/____] [CC # ______]
- **Billing agency**: [INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD]

**Instructions for Protection of Personal Information**

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:**  
- I that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the course(s) listed;  
- I that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the form;  
- I that I certify that the information contained herein is correct as stated; and,  
- I that any changes in name, address, residence, 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. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Iniversity, SCC, Area Office, 301 S. 68th St., Lincos, NE 68510.

301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • Fax 402-437-2703  
www.southeast.edu/continuing