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.

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.

Office 365 Basics
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 and other apps, Swap, Forms, OneNote, and Outlook.

30-minute lunch is on your own, or you may bring a sack lunch/drink.

PowerPoint 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.

Word 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.

Word 2016: Intermediate
Prerequisite: Word: 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.

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.

Location Key
NE City, NCLC ________ Learning Center at Nebraska City, 819 Central Ave.

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

Check out all classes offered at www.southeast.edu/NebraskaCityLC

Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

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 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.

Job Enhancement Scholarship Available
(For selected courses)
Attention: Nebraska City Residents
Are you looking for a scholarship for training that could:
• Make a difference in your career/job?
• Help you reach your professional goals?
• Potentially advance your position or pay?
• Have a positive impact on your employer?

For more information, visit www.southeast.edu/nebraskacitylc or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

Funds are being provided by the Nebraska City Community Foundation Fund
**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.

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

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<td>Race (Select one or more):</td>
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<td>Asian</td>
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**Signature**

**Would you like a receipt mailed to you?**  
☐ Yes  ☐ No

**SCC Staff Tuition Waiver**

[ ]

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Today's Date

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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