Accounting, Financials & Insurance
Summer 2020

QuickBooks 2019: Basic
Prerequisite: Microsoft Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. Create a company, set up preferences, set up and invoice customers, manage vendors and pay bills, work with banking transactions (deposits, transfer funds, etc.) and perform reconciliations, and review basic financial and other system reports.

This basic course does not configure or customize the software for your business. Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.

QuickBooks 2019: Intermediate
Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience
Expand your understanding of QuickBooks Pro through learning how to manage inventory, setup and manage sales taxes, prepare estimates, perform job costing, work with balance sheet accounts, set up budgets, process payroll and related reporting, and advanced customization options.

A portion of this course allows for discussion and/or tailoring of software for your organization’s needs. If personalized assistance is desired during the course, bring your own documents and/or laptop. Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.

Working with QuickBooks Online
Prerequisite: Microsoft Windows and internet browser experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Learn how to navigate the application, set up a company file, setup and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

This course does not configure or customize the software for your business or organization. Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.

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.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.
**Accounting for Business Owners**

This course is taught by a CPA and is intended for business owners, managers, and others looking to gain a basic understanding of accounting used in small businesses or organizations. We will explore the various types of business registration and compliance requirements, general bookkeeping and accounting concepts, components of financial statements, budgeting and basic income tax accounting.

Required book is available through 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.

**Accounting and Finance for Non-financial Managers Certificate**

Every successful person in the workplace utilizes financial information to aid effective decision making. This certificate explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Check out all classes offered at [www.southeast.edu/NebraskaCityLC](http://www.southeast.edu/NebraskaCityLC)

Find us on Facebook at [www.facebook.com/SCClearningCenteratNebraskaCity](http://www.facebook.com/SCClearningCenteratNebraskaCity)

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**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.

**Today's Date**

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**Residence Mailing Address**

City: ___________________________  State: _______  Zip: ___________  County #: ________

**Email Address**: __________________________

**Cell Phone**: __________________________

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (select one or more):**

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

**I identify as:**

- Male
- Female

- Nebraska Resident
- Non-Resident

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**Find us on Facebook at [www.facebook.com/SCClearningCenteratNebraskaCity](http://www.facebook.com/SCClearningCenteratNebraskaCity)**
Register Online for
SCC Continuing Education Classes

You must have an email account to register online.


2. Search for your class by entering either 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.

6. If you want to register for additional classes, select Search for more classes under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select Register now (check out). Select your Payment Type. Click Submit.

7. Enter your payment information. Click Submit.

You will see your class acknowledgement with information about your SCC Student ID Number, SCC User ID and password. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

* The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under FERPA.