

## Software Applications

Summer 2020

### MS OFFICE

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at [www.southeast.edu/Technology](http://www.southeast.edu/Technology).



#### Excel 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

**Online Sections:** Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [www.sccbookstore.com](http://www.sccbookstore.com).

**Plattsmouth Section:** 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](http://www.sccbookstore.com). Lunch is on your own.

Keyword: Excel 

July 15 Online	W Lang	8:30 a.m.-4:30 p.m. OFFT-7166-WBUB	\$159
Aug. 27 Plattsmouth, PLLC, 102	Th Widler	9:30 a.m.-5 p.m. OFFT-7166-PLFA	\$159
Aug. 12 Online	W Jordening	8:30 a.m.-4:30 p.m. OFFT-7166-WBUB	\$159

#### Excel 2016: Intermediate

Prerequisite: Excel Basic or equivalent experience

**Online Section:** Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at [www.sccbookstore.com](http://www.sccbookstore.com).

**Plattsmouth Section:** 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](http://www.sccbookstore.com). Lunch is on your own.

Keyword: Excel 

July 29 Online	W Lang	8:30 a.m.-4:30 p.m. OFFT-7167-WBUB	\$159
Sept. 17 Plattsmouth, PLLC, 102	Th Widler	9:30 a.m.-5 p.m. OFFT-7167-PLFA	\$159

#### Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St.

#### Word 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

Purchase book from the SCC Campus Store at [www.sccbookstore.com](http://www.sccbookstore.com).



Keyword: Word 

June 15 & 22 LIVE Online, Zoom	M Hopwood	5:30-9 p.m. OFFT-7238-TCUB	\$159
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### QuickBooks

#### 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](http://www.sccbookstore.com).

Keyword: QuickBooks 

July 8 & 9 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7280-TCUA	\$159
Aug. 19 & 20 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7280-TCUB	\$159
Sept. 23 & 24 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7280-TCFA	\$159



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/scceonlinecourses>.

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

Find us on Facebook® at  
[www.facebook.com/SCCLearningCenteratPlattsmouth](https://www.facebook.com/SCCLearningCenteratPlattsmouth)

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or [lbelitz@southeast.edu](mailto:lbelitz@southeast.edu)

## 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](http://www.sccbookstore.com).

**Keyword: QuickBooks**

July 15 & 16	W, Th	8:30 a.m.-Noon	\$159
LIVE Online, Zoom	Johnson	ACCT-7281-TCUB	

## 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](http://www.sccbookstore.com).

**Keyword: Quickbooks**

July 30	Th	1-4:30 p.m.	\$79
LIVE Online, Zoom	Johnson	ACCT-3515-TCUB	
Sept. 3	Th	1-4:30 p.m.	\$79
LIVE Online, Zoom	Johnson	ACCT-3515-TCFA	
Sept. 29	T	1-4:30 p.m.	\$79
LIVE Online, Zoom	Johnson	ACCT-3515-TCFB	



[www.ed2go.com/scnc](http://www.ed2go.com/scnc)

### BROWSE COURSES IN

**Accounting and Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Design and Composition**  
**Health Care and Medical**

**Language and Arts**  
**Law and Legal**  
**Personal Development**  
**Teaching and Education**  
**Technology**  
**Writing and Publishing**



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Check out all classes offered at [www.southeast.edu/PlattsmouthLC](http://www.southeast.edu/PlattsmouthLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratPlattsmouth](http://www.facebook.com/SCCLearningCenteratPlattsmouth)

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or [lbelitz@southeast.edu](mailto:lbelitz@southeast.edu)

**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.



## 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.

PLEASE PRINT

Today's Date

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		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

### SIGNATURE

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_  
Name as it appears on card: \_\_\_\_\_  
Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_  
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.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_  
DE \_\_\_\_\_

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) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in 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. Inquiries 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](mailto:jsoto@southeast.edu).

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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.



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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)

\* 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.