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.

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.

**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. Lunch is on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
<th>Instructor</th>
<th>Book Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15</td>
<td>W</td>
<td>Online</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>W. Lang</td>
<td>OFFT-7166-WBUA, $159</td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Th</td>
<td>Plattsmouth, PLLC, 102</td>
<td>9:30 a.m.-5 p.m.</td>
<td>W. Widler</td>
<td>OFFT-7166-PLFA, $159</td>
</tr>
<tr>
<td>Aug. 12</td>
<td>W</td>
<td>Online</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>W. Jordening</td>
<td>OFFT-7166-WBUB, $159</td>
</tr>
</tbody>
</table>

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.

**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. Lunch is on your own.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
<th>Instructor</th>
<th>Book Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 29</td>
<td>W</td>
<td>Online</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>W. Lang</td>
<td>OFFT-7167-WBUB, $159</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Th</td>
<td>Plattsmouth, PLLC, 102</td>
<td>9:30 a.m.-5 p.m.</td>
<td>W. Widler</td>
<td>OFFT-7167-PLFA, $159</td>
</tr>
</tbody>
</table>

**Word 2016: Basic**
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience


<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
<th>Instructor</th>
<th>Book Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15 &amp; 22</td>
<td>M</td>
<td>LIVE Online, Zoom</td>
<td>5:30-9 p.m.</td>
<td>M. Hopwood</td>
<td>OFFT-7238-TCUB, $159</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
<th>Instructor</th>
<th>Book Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 8 &amp; 9</td>
<td>W, Th</td>
<td>LIVE Online, Zoom</td>
<td>8:30 a.m.-Noon</td>
<td>W. Johnson</td>
<td>ACCT-7280-TCUA, $159</td>
</tr>
<tr>
<td>Aug. 19 &amp; 20</td>
<td>W, Th</td>
<td>LIVE Online, Zoom</td>
<td>8:30 a.m.-Noon</td>
<td>W. Johnson</td>
<td>ACCT-7280-TCUB, $159</td>
</tr>
<tr>
<td>Sept. 23 &amp; 24</td>
<td>W, Th</td>
<td>LIVE Online, Zoom</td>
<td>8:30 a.m.-Noon</td>
<td>W. Johnson</td>
<td>ACCT-7280-TCFA, $159</td>
</tr>
</tbody>
</table>

**Location Key**
Plattsmouth, PLLC, Learning Center at Plattsmouth, 537 Main St.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-3700 or 800-628-0072 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.

Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratPlattsmouth
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.

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

Keyword: Quickbooks

LIVE Online, Zoom
Th Johnson
1-4:30 p.m.
ACCT-3515-TCUB
$79

Sept. 3
LIVE Online, Zoom
Th Johnson
1-4:30 p.m.
ACCT-3515-TCUB
$79

Sept. 29
LIVE Online, Zoom
T Johnson
1-4:30 p.m.
ACCT-3515-TCUB
$79

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.

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.

Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratPlattsmouth

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 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.

Substitution of this form carries with it understanding that if my registration is complete and that I am accountable for the tuition and fees subjected to a grade in the course(s) listed; that I should 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 admissions, 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.
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.*