Adobe

Welcome to Adobe Lightroom Classic
Whether you’re a seasoned photographer or just getting started, Lightroom is a tool you will want in your pocket. Learn how to use Lightroom to organize and manipulate your photos in fun creative ways. From viewing, organizing and editing small to large numbers of digital photos, this software has you covered. The class will cover a basic introduction to using Lightroom through hands-on experience. You will follow along with the instructor to gain the most out of the experience on your own photos.

Bring a couple of photos on your laptop, jump drive or SD card to use in class. Students must bring their own laptops and purchase their own Adobe Lightroom plan prior to the start of class.

Keyword: Lightroom
Sept. 21 M 6:30-9 p.m.
York, YKLC, X Atchison AREA-8190-YKFA

$25

Excel 2016: Intermediate
Prerequisite: Excel Basic or equivalent experience
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

Keyword: Excel
July 29 W 8:30 a.m.-4:30 p.m.
Online Lang OFFT-7167-WBUB

$159

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

Keyword: Word
June 15 & 22 M 5:30-9 p.m.
LIVE Online, Zoom Hopwood OFFT-7238-TCUB

$159

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.

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

For more information, contact Heather Hultgrien at 800-828-0072, ext. 3634, or hhultgrien@southeast.edu

www.ed2go.com/sccne

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

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### Course Details

**QuickBooks 2019: Intermediate**
- **July 15 & 16**
  - **LIVE Online, Zoom**
  - **W, Th Johnson**
  - **8:30 a.m.-Noon**
  - **ACCT-7281-TCUB**
  - **$159**

**Keyword: QuickBooks**

### Registration Form - Non-Credit Course

**Check out all classes offered at www.southeast.edu/YorkLC**

**Find us on Facebook at www.facebook.com/SCCLearningCenteratYork**

**Continuing Education Office:**
- **402-437-2700 or 800-828-0072**
- **hhultgrien@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.

**Complete this form with payment information and send via mail to Southeast Community College, Registration Form - Non-Credit Course, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703.**

**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.**

**Keyword: QuickBooks**
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.