

Software Applications

Summer 2020

ADOBE

Adobe Creative Cloud Training Opportunities!

Want to bring the latest updates to Photoshop, InDesign or Illustrator to your workplace? Contact us to learn more about customized training opportunities either at your location or at the Jack J. Huck Continuing Education Center in Lincoln.

Contact Training Solutions at continuinged@southeast.edu.

Adobe Acrobat DC Pro

Prerequisite: Word Basic or equivalent experience

Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! Learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page layout application, scanned document, Web page, or digital photo can be converted to Adobe PDF using Acrobat software. Learn the best way to create a PDF for specific situations.

No book required. Lunch is on your own.

Keyword: Adobe

Nov. 20	F	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Massey	GDMA-7034-CEFA	

Introduction to Illustrator CC

Prerequisite: Basic Computer Class

(OFFT-3502) or equivalent experience and knowledge of Adobe CC software

This class is for beginners who want to master the fundamentals of Adobe Illustrator and begin creating vector graphics. We will cover the tools of Illustrator, the interface, how to save and print files, and how to work with basic shapes, lines and color. This hands-on course will give you practice on actual art and plenty of resources for continued Illustrator work.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own for full-day class.

Keyword: Illustrator

Sept. 22 & 24	T, Th	8:30 a.m.-Noon	\$159
Lincoln, CEC, 402	Johnson	GDMA-6975-CEFA	
Oct. 17	S	8:30 a.m.-4:30 p.m.	\$159
Lincoln, CEC, 402	Johnson	GDMA-6975-CEFB	

Introduction to InDesign CC

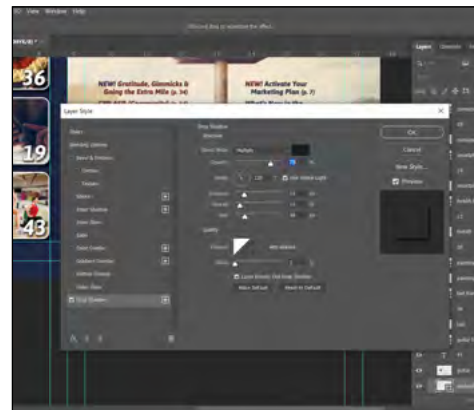
Prerequisite: Windows Operating System experience and knowledge of Adobe CC software

This class introduces the fundamentals of InDesign CC. It focuses on the core features of InDesign, including introducing the workspace, panels, document creation, working with pages, importing graphics, importing and editing text, and working with color.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required.

Keyword: InDesign

Sept. 16 & 23	W	8:30 a.m.-Noon	\$159
Lincoln, CEC, 402	Guthard	GDMA-3697-CEFA	



Adobe InDesign: Streamlining Your Workflow

Prerequisite: Introduction to InDesign CC (GDMA-3697)

This class introduces the more advanced features of InDesign CC that will make your workflow more effective and efficient. Features such as character styles, paragraph styles, object styles, master pages and templates, tables and table styles, and a brief look at interactive PDFs will be introduced.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.

Keyword: InDesign

Oct. 7	W	8:30 a.m.-12:30 p.m.	\$89
Lincoln, CEC, 402	Guthard	GDMA-7276-CEFA	

Adobe InDesign: Exploring Graphic Features

Prerequisite: Introduction to InDesign CC (GDMA-3697)

This class introduces the more advanced features of InDesign that will give your projects an impactful design edge. Features such as applying and adjusting effects, object styles and effects, blending modes, auto-fitting, clipping paths and alpha channels, and a brief look at interactive PDFs will be presented.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment.

Keyword: InDesign

Oct. 21	W	8:30 a.m.-12:30 p.m.	\$89
Lincoln, CEC, 402	Guthard	GDMA-7278-CEFA	

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center,
301 S. 68th St. Place

Check out all classes offered at www.southeast.edu/continuing
Find us on Facebook® at www.facebook.com/SCCNebCE

For more information, contact us at 800-828-0072 or continuinged@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.

Introduction to Adobe Lightroom

Prerequisite: Introduction to Photoshop CC (GDMA-3620)

With Adobe Lightroom, you have all the tools you need to bring out the best in your photography. Learn how to use the library module for importing, viewing, ranking, and rating photographs. Once photographs have been imported and tagged, learn about the Develop module and practice making one-click enhancements, correcting exposure, retouching distractions, and performing localized adjustments. Photos are taken to be shared with family, friends, and colleagues. Course also includes an introduction to creating panoramas, books, slideshows, and custom print layouts.

Lunch is on your own.

Keyword: Adobe

Oct. 10 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-7703-CEFA	\$159
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Introduction to Photoshop CC

Prerequisite: Experience navigating in Mac or PC environment

Ready to get up close and personal with the top choice of professional editors, designers and photographers to create powerful images?

Whether you've played around in Photoshop just a bit or have never opened the application, this is the class for you. We'll learn about contrast, saturation, color correction, making selections, working with layers, blend modes, and adding text.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own.

Keyword: Photoshop

Sept. 26 Lincoln, CEC, 402	S Beck	8:30 a.m.-4:30 p.m. GDMA-3620-CEFA	\$159
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Adobe Spark

Prerequisite: Windows Operating System and internet experience

Create branded webstories, animated videos, and social graphics with Adobe Spark. This class will help you get started to create, edit and share visual stories from any device.

Keyword: Spark

Nov. 11 Lincoln, CEC, 402	W Guthard	1-4 p.m. GDMA-7280-CEFA	\$69
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Canva

Prerequisite: Windows Operating System and internet experience

Learn to use Canva's drag and drop feature and professional layouts to design stunning graphics. The tools can be used for both Web and print media design. No design skills necessary!

Keyword: Canva

Nov. 4 Lincoln, CEC, 402	W	9 a.m.-Noon GDMA-7285-CEFA	\$69
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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

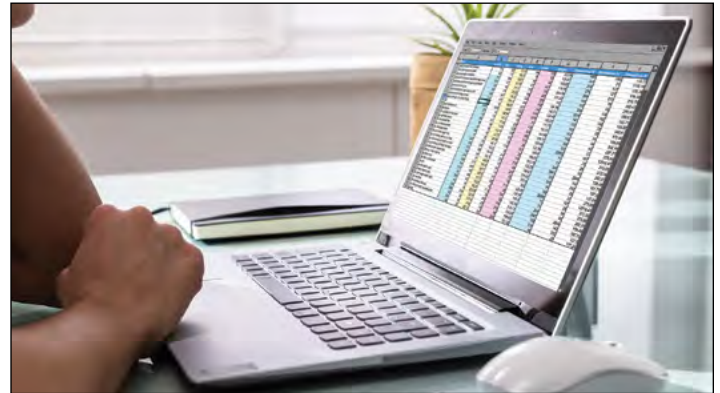
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Excel

July 15 Online	W Lang	8:30 a.m.-4:30 p.m. OFFT-7166-WBUBA	\$159
Aug. 12 Online	W Jordening	8:30 a.m.-4:30 p.m. OFFT-7166-WBUB	\$159
Sept. 11 Lincoln, CEC, 408	F Jordening	8:30 a.m.-4:30 p.m. OFFT-7166-CEFA	\$159
Oct. 7 Lincoln, CEC, 408	W Jordening	8:30 a.m.-4:30 p.m. OFFT-7166-CEFB	\$159

Location Key

Lincoln, CEC..... Jack J. Huck Continuing Education Center, 301 S. 68th St. Place



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. Lunch is on your own.

Keyword: Excel

July 29 Online	W Lang	8:30 a.m.-4:30 p.m. OFFT-7167-WBUB	\$159
Aug. 26 Lincoln, CEC, 408	W Maltas	8:30 a.m.-4:30 p.m. OFFT-7167-CEFA	\$159
Sept. 23 Lincoln, CEC, 408	W Maltas	8:30 a.m.-4:30 p.m. OFFT-7167-CEFB	\$159
Oct. 21 Lincoln, CEC, 408	W Maltas	8:30 a.m.-4:30 p.m. OFFT-7167-CEFC	\$159

Excel 2016: Advanced

Prerequisite: Excel Intermediate or equivalent experience

Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Excel

Aug. 28 Lincoln, CEC, 408	F Maltas	8:30 a.m.-4:30 p.m. OFFT-7168-CEFA	\$159
Oct. 30 Lincoln, CEC, 408	F Maltas	8:30 a.m.-4:30 p.m. OFFT-7168-CEFB	\$159

Outlook 2016: Basic

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

Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-do lists, and Notes.

Required course notes are available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Note: Students must log in to their SCC-issued user account before class. Bring log-in information (user ID and Password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

Keyword: Outlook

Sept. 25 Lincoln, CEC, 402	F Massey	8:30 a.m.-12:30 p.m. OFFT-7244-CEFA	\$89
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www.ed2go.com/scne

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

PowerPoint 2016: Basic

Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience
 Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: PowerPoint 

Oct. 16 Lincoln, CEC, 407	F Massey	8:30 a.m.-4:30 p.m. OFFT-7245-CEFA	\$159
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Word 2016: Basic

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

LIVE Online Section: Purchase book from the SCC Campus Store at www.sccbookstore.com.

Lincoln Section: Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Word 

June 15 & 22 LIVE Online, Zoom	M Hopwood	5:30-9 p.m. OFFT-7238-TCUB	\$159
Sept. 16 Lincoln, CEC, 408	W	8:30 a.m.-4:30 p.m. OFFT-7238-CEFA	\$159

Word 2016: Intermediate

Prerequisite: Word: Basic or equivalent experience
 Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Word 

Oct. 30 Lincoln, CEC, 407	F	8:30 a.m.-4:30 p.m. OFFT-7239-CEFA	\$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.

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

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.

Keyword: QuickBooks 

July 15 & 16 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7281-TCUB	\$159
Aug. 26 & 27 Lincoln, CEC, 408	W, Th Johnson	8:30 a.m.-Noon ACCT-7281-TCFA	\$159
Sept. 30 & Oct. 1 Lincoln, CEC, 408	W, Th Johnson	8:30 a.m.-Noon ACCT-7281-TCFB	\$159

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.

Keyword: QuickBooks 

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



<http://bit.ly/SCC-UGotClass>

BROWSE CERTIFICATES & COURSES IN

- | | |
|--|----------------------------------|
| Business | New Media Marketing |
| Business Communication | Personal Development |
| Health | Social Media for Business |
| Human Resources | Technology Skills |
| Leadership | Training and Education |
| LEED Green Workplace Management | Training for K12 Teachers |

Location Key

Lincoln, CEC..... Jack J. Huck Continuing Education Center, 301 S. 68th St. Place



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/continuing
 Find us on Facebook® at www.facebook.com/SCCNebCE

For more information, contact us at 800-828-0072 or continuing@southeast.edu



REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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 online. A student's Social Security number information constitutes an "educational record" under FERPA.

OR REGISTER BY MAIL, FAX OR IN PERSON



Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

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.

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
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