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

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<tr>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Time</th>
<th>CRN</th>
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<td>8:30 a.m.-4:30 p.m.</td>
<td>GDMA-6975-CEFA</td>
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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

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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

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 402-437-3700 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.
### 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.

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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.

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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.

Lunch is on your own.

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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!

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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.

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### 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.

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### 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.

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### 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.

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### Location Key
Lincoln, CEC.......................... Jack J. Huck Continuing Education Center, 301 S. 68th St. Place
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.
Key: PowerPoint

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

Word 2016: Intermediate
Prerequisite: Word: Basic or equivalent experience.
Key: Word

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.

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.

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/scceonlinecourses.

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

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

I identify as: Male Female Nebraska Resident Non-Resident
Ethnicity (select one):
Hispanic or Latino Not Hispanic or Latino
Race (Select one or more):
White Asian American Indian/Alaska Native
Native Hawaiian/Other Pacific Islander Black/African-American
Asian
Native American Indian/Alaska Native
Black/African-American

COURSE NUMBER TITLE START DATE COST

TOTAL DUE

Signature

Would you like a receipt mailed to you? Yes No

SCC Staff Tuition Waiver ( )

For Office Use Only

Today's Date

Submit

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.

You must have an email account to register online.


2. 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

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.

* 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.

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 course(s) 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.