## Tips & Tricks: Excel
Prerequisite: Basic Computer Skills
Welcome to the world of Microsoft Excel 2016! Whether looking to enhance your basic skills with Word or learn new ones, this hands-on, virtual “tips and tricks” class is ideal. This virtual class will cover and expand on the basics functions. Time will be available to ask any questions not covered in the class.

**Required textbook ordering information will be supplied after registration.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Keyword: Excel</th>
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<tbody>
<tr>
<td>Nov. 10</td>
<td>5:30-9 p.m.</td>
<td>Live Online, Zoom</td>
<td>Hopwood</td>
<td>$79</td>
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</table>

**NEW! Outlook or Gmail? Which is Best for Your Business?**
Deciding which email platform to use can be frustrating and confusing. Experience the benefits and downfalls to each platform. When you leave class, you will have a new sense of confidence when choosing which email platform is best for your new or existing business.

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<tr>
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<th>Keyword: Business</th>
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## Tips & Tricks: Word
Prerequisite: Basic Computer Skills
Welcome to the world of Microsoft Word 2016! Whether looking to enhance your basic skills with Word or learn new ones, this hands-on, virtual “tips and tricks” class is ideal. This virtual class will cover and expand on the basics functions. Time will be available to ask any questions not covered in the class.

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## Software Applications
Fall 2020

### QuickBooks
#### QuickBooks 2019: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will 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 customize features to your business. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

**Keyworld: QuickBooks**

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<th>Keyword: QuickBooks</th>
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<tr>
<td>Sept. 23 &amp; 24</td>
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<td>8:30 a.m.-Noon</td>
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#### 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, please bring your own documents and/or laptop. Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

**Keyworld: QuickBooks**

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#### Working with QuickBooks Online
Prerequisite: Microsoft Windows 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 ebook is available through the SCC Campus Store at www.sccbookstore.com.

**Keyworld: QuickBooks**

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-477-7000 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 SCA Area Access/Equity/Diversity Office.

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

Check out all classes offered at www.southeast.edu/continuingeducation
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.

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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 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 Home Business 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

Course Number Title Start Date Cost

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TOTAL DUE

Would you like a receipt mailed to you? Yes No

SCC Staff Tuition Waiver ( ) ( )

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 course(s) and 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form. The information provided to Southeast Community College is accurate and complete. I understand that a grade of F will be placed on my permanent record if I do not attend the course(s) for which I registered. I certify that the following statements are true: 1) my signature is accurate; 2) the information contained herein is correct as stated; and 3) any changes in S.A.I.D., legal name, address, residence, 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, sex, age, marital status, national origin, ethnicity,, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Requests 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
www.southeast.edu/continuing