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.

**LIVE Online Sections:** Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

**Beatrice Sections:** 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.

**Keyword: QuickBooks**

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<td>Beatrice, KEN</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.

**LIVE Online Section:** Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

**Beatrice 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.

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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.

**Keyword: QuickBooks**

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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.

**Location Key**
Beatrice, KEN ..................... SCC Beatrice Campus, Kennedy Center, 4771 W. Scott Road

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Accounting for Business Owners
This course is taught by a CPA and is intended for business owners, managers and others looking to gain a basic understanding of accounting used in small businesses or organizations. We will explore the various types of business entities, basic business registration and compliance requirements, general bookkeeping and accounting concepts, components of financial statements, budgeting and basic income tax accounting.

Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Keyword: Accounting

| Sept. 3 | LIVE Online, Zoom | Th Johnson | 8:30 a.m.-Noon | ACCT-3516-TCFA | $79 |
| Sept. 29 | LIVE Online, Zoom | Th Johnson | 8:30 a.m.-Noon | ACCT-3516-TCFB | $79 |
| Oct. 29 | LIVE Online, Zoom | Th | 8:30 a.m.-Noon | ACCT-3516-TCFC | $79 |
| Dec. 10 | LIVE Online, Zoom | Th | 8:30 a.m.-Noon | ACCT-3516-TCFD | $79 |

Accounting Fundamentals Series
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

QuickBooks 2019 Series
Small business owners should be using QuickBooks to manage invoices, pay bills and track expenses. If you want to take control of your business’s finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software’s more advanced features.

Accounting and Finance for Non-financial Managers Certificate
Every successful person in the workplace utilizes financial information to aid effective decision making. This certificate explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

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.

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 ☐ Black/African-American

We're Keeping You Safe
For COVID-19 updates, visit www.southeast.edu/covid-19

For information on financial assistance options, visit www.southeast.edu/cefinassist

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/studenthandbook 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

☐ 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 ☐ Black/African-American

COURSE NUMBER TITLE START DATE COST

TOTAL DUE

Would you like a receipt mailed to you? ☐ Yes ☐ No

SCC Staff Signature

For Office Use Only

Today’s Date __________

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.

For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.
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.