

Software Applications

Fall 2020

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

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: Excel 

Oct. 22	Th	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	Deremer	OFFT-7166-NCFA	

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.

Keyword: Excel 

Nov. 10	T	5:30-9 p.m.	\$79
LIVE Online, Zoom	Hopwood	OFFT-7235-TCFA	

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.



Keyword: Business

Dec. 8	T	6-9 p.m.	\$59
LIVE Online, Zoom	Hopwood	OFFT-3203-TCFA	

Office 365 Basics

This is an introduction to Office 365 for users who have traditionally used stand-alone versions of Microsoft Office on their PC or laptop. As businesses turn to subscription-based software, Microsoft has catered to this by offering Office 365, which contains favorites such as Excel, PowerPoint and Word but includes new or updated apps to work, communicate and collaborate with colleagues, wherever you are. You will become familiar with the Office 365 interface and the applications within the plan including OneDrive, SharePoint, MS Office Products and other apps such as, Sway, Forms, OneNote, and Outlook.

Half hour lunch is on your own or you may bring a sack lunch/drink.

Keyword: Office

Dec. 12	S	9 a.m.-3:30 p.m.	\$139
NE City, NCLC, 102	McKinney	OFFT-7060-NCFA	

Word 2016: Basic

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

Lunch is on your own.

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.

Keyword: Word 

Nov. 19	Th	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	Deremer	OFFT-7238-NCFA	

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 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.

Keyword: Word 

Nov. 19	Th	5:30-9 p.m.	\$79
LIVE Online, Zoom	Hopwood	OFFT-7230-TCFA	



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>.

JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit

www.southeast.edu/nebraskacitylc

or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.



Funds are being provided by the **Nebraska City Community Foundation Fund**

Location Key

NE City, NCLC.....Learning Center at Nebraska City, 819 Central Ave.

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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

Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

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.



Keyword: QuickBooks

Sept. 23 & 24 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7280-TCFA	\$159
Nov. 4 & 5 LIVE Online, Zoom	W, Th	8:30 a.m.-Noon ACCT-7280-TCFB	\$159
Dec. 16 & 17 LIVE Online, Zoom	W, Th	8:30 a.m.-Noon ACCT-7280-TCFC	\$159

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

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
Oct. 29 LIVE Online, Zoom	Th	1-4:30 p.m. ACCT-3515-TCFC	\$79
Dec. 10 LIVE Online, Zoom	Th	1-4:30 p.m. ACCT-3515-TCFD	\$79

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.



Keyword: QuickBooks

Nov. 18 & 19 LIVE Online, Zoom	W, Th	8:30 a.m.-Noon ACCT-7281-TCFC	\$159
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For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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

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.



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.

Today's Date

PLEASE PRINT

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"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian <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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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.



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

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.