Welcome to Adobe Lightroom Classic
Whether you’re a seasoned photographer or just getting started, Lightroom is a tool you will want in your pocket. Learn how to use Lightroom to organize and manipulate your photos in fun creative ways. From viewing, organizing and editing small to large numbers of digital photos, this software has you covered. The class will cover a basic introduction to using Lightroom through hands-on experience. You will follow along with the instructor to gain the most out of the experience on your own photos.

Bring a couple of photos on your laptop, jump drive or SD card to use in class. Students must bring their own laptops and purchase their own Adobe Lightroom plan prior to the start of class.

Keyword: Lightroom
Sept. 21
M
6:30-9 p.m.
$25
York, YKLC, X
Atchison
AREA-8190-YKFA

MS Office
SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at www.southeast.edu/Technology.

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 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

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
W, Th
8:30 a.m.-Noon
$159
LIVE Online, Zoom
W, Th
Johnson
ACCT-7280-TCFA

Nov. 4 & 5
LIVE Online, Zoom
W, Th
8:30 a.m.-Noon
ACCT-7280-TCFA
$159

Dec. 16 & 17
LIVE Online, Zoom
W, Th
8:30 a.m.-Noon
ACCT-7280-TCFA
$159

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Keyword: Word
Nov. 19
Th
5:30-9 p.m.
$79
LIVE Online, Zoom
Hopwood
OFFT-7230-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 downsides 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.
OFFT-3203-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/sccceonlinecourses.

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

For more information, contact Heather Hultgrien at 800-828-0072, ext. 3634, or hhultgrien@southeast.edu

www.ed2go.com/sccne

www.facebook.com/SCCLearningCenteratYork

www.facebook.com/SoutheastCommunityCollege

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

Location Key
York, YKLC ............................. Learning Center at York, 3130 Holen Ave. (Inside the Holthus Convention Center)

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www.facebook.com/SoutheastCommunityCollege

For more information, contact Heather Hultgrien at 800-828-0072, ext. 3634, or hhultgrien@southeast.edu
QuickBooks 2019: Intermediate
Prerequisite: QuickBooks 2018 or 2019 or 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.

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, set up 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.

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

CANCELLATION/REFUND POLICY: You must call the Continuing Education office at 402-437-2700 or 800-628-0071 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. A Oak Reasonable Accommodations: SCC provides services and reasonable accommodations to 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.

Check out all classes offered at www.southeast.edu/YorkLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratYork
Register Online for
SCC Continuing Education Classes

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.

* 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.