## MS Office

SCC offers a series of concentrated computer software training classes. Full course descriptions can be found at [www.southeast.edu/Technology](http://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](http://www.sccbookstore.com). Lunch is on your own.

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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Keyword: Excel</th>
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<td>8:30 a.m.-4:30 p.m.</td>
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### Excel 2016: Intermediate

Prerequisite: Excel Basic 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](http://www.sccbookstore.com). Lunch is on your own.

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### 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.

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### 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.

**LIVE Online Sections:** Required ebook is available through the SCC Campus Store at [www.sccbookstore.com](http://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](http://www.sccbookstore.com). Lunch is on your own.

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### 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.

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<th>Date</th>
<th>Day</th>
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**Check out all classes offered at** [www.southeast.edu/BeatriceCE](http://www.southeast.edu/BeatriceCE)  
**Find us on Facebook** at [www.facebook.com/sccbeatricece](http://www.facebook.com/sccbeatricece)

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

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 on your own.

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

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

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

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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<th>Course Code</th>
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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.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.

Registration Form - Non-Credit Course

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

Ethnicity (select one):
- Hispanic or Latino
- Not Hispanic or Latino
- American Indian/Alaska Native
- Black/African-American
- Native Hawaiian/Other Pacific Islander
- Asian
- White

Race (Select one or more):
- Hispanic
- Not Hispanic
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African-American
- American Indian/Alaska Native
- White
- Other
- Not Hispanic

COURSE NUMBER
TITLE
START DATE
COST

$ 159
$ 159
$ 159
$ 159

Today's Date

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

Scc Staff Tailor Waiver

TOTAL DUE

Signature

Name as it appears on card:

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 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.