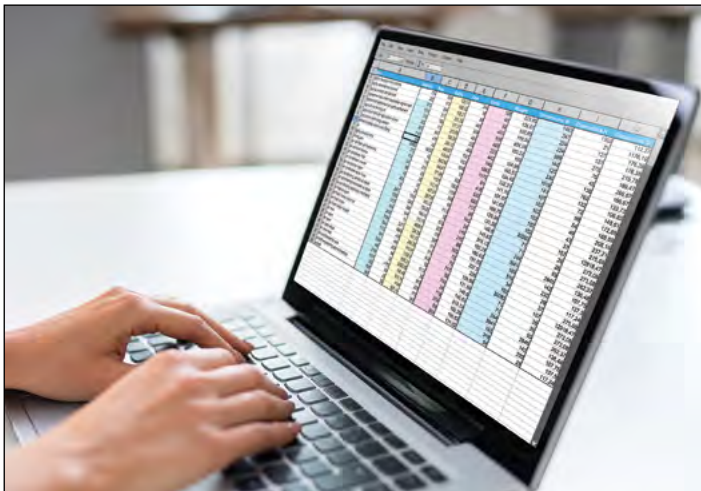


Software Applications

Winter 2021

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
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Excel 

Feb. 3	W	8:30 a.m.-4:30 p.m.	\$159
Beatrice, KEN, 334	Punko	OFFT-7166-BESA	

Excel 2016: Intermediate

Prerequisite: Excel Basic or equivalent experience
Required book is available at the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com. Lunch is on your own.

Keyword: Excel 

Feb. 10	W	8:30 a.m.-4:30 p.m.	\$159
Beatrice, KEN, 334	Punko	OFFT-7167-BESA	

Tips & Tricks: Excel

Prerequisite: Basic Computer

Welcome to the world of Microsoft Excel 2016! Whether looking to enhance your basic skills with Excel or learn new ones, this hands-on, virtual "tips and tricks" class is ideal. This virtual class will cover and expand on the basic 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 

March 1	M	5:30-9 p.m.	\$79
LIVE Online, Zoom	Hopwood	OFFT-7235-TCSA	

Location Key

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

NEW! Using Microsoft OneNote to Document Your Gardening Ideas & Knowledge

Remember keeping diaries or journals? Some people write faithfully, and others tire of the writing quickly. Finding a passage you wrote way back when means pouring through pages and pages of entries before you find it again. But what if there was an easier (and more fun) way to keep track of your gardening notes? OneNote can do this, and it comes free with every installed version of Microsoft Office! All you need is to be very comfortable with a computer, and you will love this class.



Keyword: Garden

Jan. 13	W	6-7 p.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1393-TCSA	
Jan. 16	S	9-10 a.m.	\$15
LIVE Online, Zoom	La Cross	LLLX-1393-TCSB	

Tips & Tricks: Word

Prerequisite: Basic Computer

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 basic 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 

Feb. 15	M	5:30-9 p.m.	\$79
LIVE Online, Zoom	Hopwood	OFFT-7230-TCSA	

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 

Jan. 20	W	8:30 a.m.-4:30 p.m.	\$159
Beatrice, KEN, 334	Johnson	ACCT-7280-BESA	
Lunch is on your own.			
Feb. 24-25	W, Th	8:30 a.m.-Noon	\$159
LIVE Online, Zoom	Johnson	ACCT-7280-TCSA	



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>.

QuickBooks 2019: Intermediate

Prerequisite: QuickBooks 2018 or 2019: Basic or equivalent experience



Expand your understanding of QuickBooks Pro through learning how to manage inventory, set up 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

Jan. 27 Beatrice, KEN, 334 Lunch is on your own.	W Johnson	8:30 a.m.-4:30 p.m. ACCT-7281-BESA	\$159
March 3-4 LIVE Online, Zoom	W, Th Johnson	8:30 a.m.-Noon ACCT-7281-TCSA	\$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, 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.

Keyword: QuickBooks

Jan. 21-22 LIVE Online, Zoom	Th, F Johnson	8:30 a.m.-Noon ACCT-3514-TCSA	\$159
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ADOBE

Introduction to Adobe Photoshop Elements

Prerequisite: Experience in MAC or PC environment



In this introductory class of photo editing basics, students will learn the fundamentals of different tools and techniques used for image retouching, correction and enhancement. You will learn to correctly resize and crop images and create image compositions.

Previous experience is not required, but basic computer skills are essential. You will need to download Adobe Photoshop Elements on your computer. Further instructional elements needed will be provided prior to class.

Keyword: Photoshop

March 24 LIVE Online, Zoom	W Schutte	5:30-9 p.m. AREA-0925-TCSA	\$29
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Location Key

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



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/BeatriceCE
Find us on Facebook® at www.facebook.com/sccbeatricece**

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

Today's Date

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

PLEASE PRINT

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