## 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

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**Price:** $29

## MOffice

### 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).

## 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

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**Price:** $159

## Tips & Tricks: Excel

### 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

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**Price:** $79

### 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

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**Price:** $79

### 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

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**Price:** $159

## 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, set up and manage sales taxes, prepare estimates, process payroll and related reporting, and advanced customization options.
A portion of this course allows for discussion and 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.

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

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

Cancellations/Refunds: 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.

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/admissions for more information. Inquiries concerning the application of SCC’s policies on equal opportunity, admission, ...
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.