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.

- Feb. 3 W 8:30 a.m.-4:30 p.m. $159
  Beatrice, KEN, 324
  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.

- 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 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.

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

**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.

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

- 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.

- Jan. 20 W 8:30 a.m.-4:30 p.m. $159
  Beatrice, KEN, 334
  Johnson ACCT-7280-BESA
- 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/sccceonlinecourses.

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, 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, 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.

Introduction to Adobe Photoshop Elements
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.

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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
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.