QuickBooks 2018: Basic
Prerequisite: Windows experience
Learn how to use the basic features and functions of QuickBooks Pro software. You will create a company, set your preferences/passwords, work with vendors, set up and invoice customers, make deposits, transfer funds/reconcile, manage credit/debit card transactions, interact with Word/Excel, and review financial statements.

Prior to class, stop by to check out a textbook which will be provided to you for use during this class. You will need to read pages 1-10 in workbook before your first class session. You may purchase your own copy, if you wish. (SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com or another source). This basic course does not configure or customize the software for your business or organization. If personalized assistance is desired during the course, please bring your own documents and/or laptop. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

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/passwords, 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 class is for the desktop version of QuickBooks. This basic course does not customize features to your business. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

QuickBooks 2019: Advanced
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.

This class is for the desktop version of QuickBooks. 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. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

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 class is for the online version of QuickBooks. This course does not configure or customize the software for your business or organization. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

Accounting for Business Owners
This course is taught by a CPA and is intended for business owners, managers and others looking to gain a basic understanding of accounting used in small businesses or organizations. We will explore the various types of business entities, basic business registration and compliance requirements, general bookkeeping and accounting concepts, components of financial statements, budgeting and basic income tax accounting.

Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

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 Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2760 or 800-628-0072 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.
Register Online

You must have an email account to register online.

2. Search for your class by entering 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.

* The College requires a student’s Social Security number as a condition for enrollment online. A student’s Social Security number information constitutes an “educational record” under FERPA.

OR Register by Mail, Fax or In Person

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

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  Business Phone

I identify as: Male  Female

Residency: Nebraska Resident  Non-Resident

Ethnicity (select one): Hispanic or Latino  Not Hispanic or Latino

Race (Select one or more): White  Asian  Native Hawaiian/Other Pacific Islander  Black/African-American

Course Number  Title  Start Date  Cost

________________________  __________________________  __________________________  $________

________________________  __________________________  __________________________  $________

________________________  __________________________  __________________________  $________

________________________  __________________________  __________________________  $________

________________________  __________________________  __________________________  $________

________________________  __________________________  __________________________  $________

Signature

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 this form; 3) that I may request to continue in a course, but that this does not constitute an official drop or cancellation; 4) that failure to attend a course does not constitute an official drop/withdrawal; 5) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 6) that official registration for courses is required to receive a grade in the courses listed; 7) that courses listed are subject to change, and to any changes in SIS, legal name, address, residence, etc.; 8) that I understand that class cancellations are subject to the number of acceptable registrations; and 9) I understand that the information on this form is for use in the continuing education program only and is not subject to any legal or administrative action. For more information on college procedures in the event of a class cancellation, please contact the Vice President of Access/Equity/Diversity at 402-437-2700.

Memorial Auditorium, 301 S. 68th Pl, Lincoln, NE 68510 (402) 437-2733

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www.southeast.edu/continuing