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 class is for the desktop version of QuickBooks. This basic course does not customize features to your business.

**LIVE Online Section:** Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**Beatrice Section:** Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

**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, transfer funds, etc.) and perform banking transactions, (deposits, and reconcile differences between your bank and QuickBooks. This class is for the desktop version of QuickBooks. A portion of this class 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 documentation and/or laptop.

**LIVE Online Section:** Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**Beatrice Section:** Required book is available at the SCC Campus Store, 4771 W. Scott Road, Beatrice, or at www.sccbookstore.com. Lunch is on your own.

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**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.
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.

**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 taxation accounting.

**Location Key**
Beatrice, AEC .......................... SCC Beatrice Campus, Academic Excellence Center 4771 W. Scott Road
Beatrice, KEN ............................. SCC Beatrice Campus, Kennedy Center, 4771 W. Scott Road

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**Check out all classes offered at www.southeast.edu/BeatriceCE**
**Find us on Facebook** at www.facebook.com/sscbatricece

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-3760 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.

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

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Check out all classes offered at www.southeast.edu/BeatriceCE
Find us on Facebook at www.facebook.com/sscbatricece
**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](http://www.southeast.edu/collegecatalog) for additional information.

### Social Security Number OR SCC Student ID Number

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I identify as:  
- Male  
- Female  
- Nebraska Resident  
- Non-Resident  
- Hispanic or Latino  
- Not Hispanic or Latino  
- White  
- Asian  
- American Indian/Alaska Native  
- Native Hawaiian/Other Pacific Islander  
- Black/African-American  
- Other

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

SCC Staff Tuition Waiver ( )

For Office Use Only

ID#: __________________

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301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
[www.southeast.edu/continuing](http://www.southeast.edu/continuing)