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.

Key word: Photoshop

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

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

Key word: QuickBooks

April 7-8
W, Th
8:30 a.m.-12:30 p.m.
$159

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.

Key word: QuickBooks

May 12-13
W, Th
8:30 a.m.-Noon
$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 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.

Key word: QuickBooks

April 14-15
W, Th
8:30 a.m.-Noon
$79
LET’S DO LUNCH SERIES

Spend your lunch hour learning something new! Check out this series featuring something for everyone!

NEW! LDL: Learn about Canva

Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!

Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

June 16
LIVE Online, Zoom
W
Noon-1 p.m.
AREA-6665-TCUB
Keyword: Lunch
$10

PHOTOGRAPHY

Digital Photography Editing/Post Processing

This is an overview of editing digital images, both RAW and JPEG using the software you have on your laptop. You should have digital images with which to practice during the class. The recommend editing programs are: Photoshop CC, Affinity Photo, Luminar (up to Version 4) and DxO photolab. We will discuss noise reduction, sharpening, cropping and other techniques to enhance your masterworks.

May 19-June 2
W
6:30-7:30 p.m.
LLLX-0114-TCSA
Keyword: Photography
$39

Digitizing Memories

Do you have envelopes full of negatives and slides or boxes of photos? Discover how to preserve these in a more organized form by scanning them. We will look at scanning techniques and some of the devices to make scanning easy to do. Discussion will involve the software necessary to scan your negatives, slides and photos and look at the software “VueScan.”

April 13-20
T
6:30-7:30 p.m.
LLLX-0113-TCSB
Keyword: Memories
$29

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

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.

Today’s Date

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/covid-19 for additional information.

I certify that the 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 activities, attendance, and employment on the basis of race, color, national origin, sex, age, marital status, disability, or other factors prohibited by law. The policy of SCC is to provide equal opportunity and nondiscrimination in all activities, attendance, and employment on the basis of race, color, national origin, sex, age, marital status, disability, or other factors prohibited by law (insensitive to race, color, national origin, sex, age, marital status, disability, or other factors prohibited by law). The policy of SCC is to provide equal opportunity and nondiscrimination in all activities, attendance, and employment on the basis of race, color, national origin, sex, age, marital status, disability, or other factors prohibited by law.

Today’s Date

Signature

Would you like a receipt mailed to you?

Yes

No

Would you like a receipt mailed to you?

Yes

No

TOTAL DUE

FOR OFFICE USE ONLY
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.