### Adobe

#### Introduction to InDesign CC
Prerequisite: Windows Operating System experience and knowledge of Adobe CC software

This class introduces the fundamentals of InDesign CC. It focuses on the core features of InDesign, including introducing the workspace, panels, document creation, working with pages, importing graphics, importing and editing text, and working with color.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required.

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<tr>
<th>May 29</th>
<th>S</th>
<th>8:30 a.m.-4:30 p.m.</th>
<th>GDMA-3697-NCSA</th>
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<td>NE City, NCLC, 103</td>
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#### NEW! Adobe Photoshop CC: Creating Composites & Graphics
Prerequisite: Introduction to Adobe Photoshop CC or equivalent experience

This class will focus on the power of Photoshop to composite multiple images into a single design. We will composite raster images, vector objects and type to create a unified composition, use a variety of techniques to separate complicated images from their backgrounds and create entirely new digital artwork from scratch.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Mac environment.

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#### Introduction to Adobe Lightroom Classic
Prerequisite: Introduction to Photoshop CC (GDMA-3620)

With Adobe Lightroom, you have all the tools you need to bring out the best in your photography. Learn how to use the library module for importing, viewing, ranking, and rating photographs. Once photographs have been imported and tagged, learn about the Develop module and practice making one-click enhancements, correcting exposure, retouching distractions, and performing localized adjustments. Photos are taken to be shared with family, friends, and colleagues. Course also includes an introduction to creating panoramas, books, slideshows, and custom print layouts.

Lunch is on your own.

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<tr>
<th>May 27</th>
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#### Introduction to Photoshop Creative Cloud
Prerequisite: Experience navigating in Mac or PC environment

Ready to get up close and personal with the top choice of professional editors, designers and photographers to create powerful images? Whether you’ve played around in Photoshop just a bit or have never opened the application, this is the class for you. We’ll learn about contrast, saturation, color correction, making selections, working with layers, blend modes, and adding text.

While taught in a Windows environment, the skills learned in this class are easily transferred to a Macintosh environment. No book required. Lunch is on your own.

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<th>April 24</th>
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#### Introduction to Adobe Photoshop Elements
Prerequisite: Experience navigating 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.

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<th>March 24</th>
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### Location Key

NE City, NCLC .......... Learning Center at Nebraska City, 819 Central Ave.

### MS Office

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).

#### Excel 2016: Basic
Prerequisite: Basic Computer Class (OFFT-3502) or equivalent experience

Lunch is on your own. Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

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</table>
Excel 2016: Intermediate
Prerequisite: Excel Basic or equivalent experience
Lunch is on your own. Book provided for in-class use only. You may purchase your own copy from the SCC Campus Store, 8800 O St., Lincoln, or at www.sccbookstore.com.

May 11
Ne City, NCLC, 102
T
8:30 a.m.-4:30 p.m.
OFFT-7167-NCSA
$159

Keyword: Excel

QuickBooks

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 your 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 customize features to your business. Lunch is on your own.

May 8
Ne City, NCLC, 102
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Best
8:30 a.m.-4:30 p.m.
ACCT-7271-NCSA
$159

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.

April 7-8
Live Online, Zoom
W, Th
Johnson
8:30 a.m.-12:30 p.m.
ACCT-7280-TCSB
$159

Keyword: QuickBooks

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.

May 12-13
Live Online, Zoom
W, Th
Johnson
8:30 a.m.-4:30 p.m.
ACCT-7281-TCSB
$159

Keyword: QuickBooks

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.

April 14-15
Live Online, Zoom
W, Th
Johnson
8:30 a.m.-Noon
ACCT-3515-TCSB
$79

Keyword: QuickBooks

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 19-20
Live Online, Zoom
W
Keller
6:30-7:30 p.m.
LXXX-0114-TCSB
$29

Keyword: Photography

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
Live Online, Zoom
T
Keller
6:30-7:30 p.m.
LXXX-0113-TCSB
$29

Keyword: Memories

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
$10

Keyword: Lunch

Location Key
Ne City, NCLC
Learning Center at Nebraska City, 819 Central Ave.

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-7260 or 800-628-9072 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.

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/scceonlinecourses.
**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.*

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**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 Birth Date First Middle Initial

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<thead>
<tr>
<th>Residence Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
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<td>Email Address</td>
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<td>Home</td>
<td>Business Phone</td>
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I identify as: [ ] Male  [ ] Female

[ ] 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  [ ] American Indian/Alaska Native  [ ] Black/African-American

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<th>COURSE NUMBER</th>
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**TODAY’S DATE**

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**SIGNATURE**

[ ] Check  [ ] Cash  [ ] Mastercard  [ ] DISCOVER  [ ] VISA  [ ] V Code ______

Name as it appears on card: ____________________________________________

Exp. Date ______/______

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

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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 course(s) I take; (2) that I am an adult at least 18 years of age; (3) that my Social Security number is correct as shown; and (4) that I can be contacted at the address, telephone number, or e-mail address provided. The College reserves the right to cancel a course if enrollment does not meet registration standards. The College reserves the right to refuse to register any person and to require that any person comply with the rules and regulations of the College. The College also reserves the right to withdraw a student from any course that is found to be an improper fit for the student or that is found to have been improperly registered at the time of the withdrawal. If you are enrolled in a course that is full and you wish to register for a different course, you must wait until enrollment for the new course begins.

**SCC Staff Tuition Waiver**

[ ] Yes  [ ] No

**TOTAL DUE**

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**FOR OFFICE USE ONLY**

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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)