

Software Applications

Spring 2021

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.

Keyword: InDesign

May 29	S	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 103	Beck	GDMA-3697-NCUA	

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 the class are easily transferred to a Mac environment.

Keyword: Adobe

April 29	Th	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 103	Beck	GDMA-3650-NCSA	

Location Key

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



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>.

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or cmeyer@southeast.edu

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.

Keyword: Adobe

May 27	Th	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 103	Beck	GDMA-7703-NCUA	

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.

Keyword: Photoshop

April 24	S	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 103	Beck	GDMA-3620-NCSA	

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.

Keyword: Photoshop

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



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

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.

Keyword: Excel

April 13	T	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	Beck	OFFT-7166-NCSA	

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	T	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	Beck	OFFT-7167-NCSA	

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 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	S	8:30 a.m.-4:30 p.m.	\$159
NE City, NCLC, 102	Best	ACCT-7271-NCSA	

Keyword: 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 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	W, Th	8:30 a.m.-12:30 p.m.	\$159
LIVE Online, Zoom	Johnson	ACCT-7280-TCSB	

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	W, Th	8:30 a.m.-Noon	\$159
LIVE Online, Zoom	Johnson	ACCT-7281-TCSB	

Keyword: QuickBooks 

Check out all classes offered at
www.southeast.edu/NebraskaCityLC

Find us on Facebook at
www.facebook.com/SCCLearningCenteratNebraskaCity

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	W, Th	8:30 a.m.-Noon	\$79
LIVE Online, Zoom	Johnson	ACCT-3515-TCSB	

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-June 2	W	6:30-7:30 p.m.	\$39
LIVE Online, Zoom	Keller	LLLX-0114-TCSA	

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	T	6:30-7:30 p.m.	\$29
LIVE Online, Zoom	Keller	LLLX-0113-TCSB	

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	W	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCUB	

Keyword: Lunch

Location Key

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



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REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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.

* 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

Today's Date

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

PLEASE PRINT

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	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone		
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Not Hispanic or Latino	Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

SIGNATURE

Check Cash Mastercard AMEX Discover VISA V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

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.

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 my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal 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 admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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

