# Software Applications

## Adobe

**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.

**March 24**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>W</td>
<td>5:30-9 p.m.</td>
<td>Schutte</td>
<td>$29</td>
</tr>
<tr>
<td>AREA-0925-TCSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Keyword: Photoshop**

## 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.

**Keyword: QuickBooks**

**April 7-8**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>W, Th</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Johnson</td>
<td>$159</td>
</tr>
<tr>
<td>OFFT-7280-TCSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Keyword: QuickBooks**

**May 12-13**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVE Online, Zoom</td>
<td>W, Th</td>
<td>8:30 a.m.-Noon</td>
<td>Johnson</td>
<td>$159</td>
</tr>
<tr>
<td>ACCC-7281-TCSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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.

**May 19**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>York, YKLC, K</td>
<td>W</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Lang</td>
<td>$159</td>
</tr>
<tr>
<td>OFFT-7166-YKSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Keyword: Excel**

**Word 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.

**June 17**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>York, YKLC, K</td>
<td>Th</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Lang</td>
<td>$159</td>
</tr>
<tr>
<td>OFFT-7238-YKUA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Keyword: Word**

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.


**Location Key**

York, YKLC: Learning Center at York, 3130 Holen Ave. (Inside the Holthus Convention Center)

For more information, contact us at 800-828-0072, ext. 3634, or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)

Check out all classes offered at [www.southeast.edu/YorkLC](http://www.southeast.edu/YorkLC)

Find us on Facebook at [www.facebook.com/SCCLearningCenteratYork](http://www.facebook.com/SCCLearningCenteratYork)
**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.

**Keyword: QuickBooks**

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

---

**DIGITALIZING MASTERS**

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.”

**Keyword: Memories**

| April 13-20 | Live Online, Zoom | T | Keller | LLLX-0114-TCSA | 6:30-7:30 p.m. | $39 |

---

**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.

**Keyword: Photography**

| May 19-June 2 | Live Online, Zoom | W | Keller | LLLX-0114-TCSA | 6:30-7:30 p.m. | $39 |

---

**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!

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

**Keyword: Lunch**

| June 16 | Live Online, Zoom | W | Noon-1 p.m. | AREA-6665-TCSB | $10 |

---

**FOR OFFICE USE ONLY**

Submit 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

**Today’s Date**

---

Would you like a receipt mailed to you?

- Yes
- No

SCC Staff Tuition Waiver

( ) 

ID# __________________

TOTAL DUE

$ ___

$ ___

$ ___
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.

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