

A person is shown from the chest down, wearing a light blue button-down shirt. They are sitting at a light-colored wooden desk, using a black computer keyboard and a black mouse. The background is a plain, light-colored wall.

SCC

CONTINUING EDUCATION

Personal. Professional. Practical.

Computer & Technology Skills

*January through
June 2018*

southeast.edu/Training

Southeast community college

How to register and pay for these workshops:

1. Register **ONLINE** at <http://bit.ly/RegisterCE>. **OR**
Complete the registration form on the inside back cover. Please Print.
then either...
2. **FAX** the registration form with credit card number to **402-437-2703** OR
3. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510 OR
4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a COPY of the completed form, or record the information for your reference.

Questions about registration or space availability, contact:

Continuing Education
402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 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.

Questions about these workshops:

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College 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 Southeast Community College'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.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.

NOT SURE WHERE TO BEGIN? USE THIS GUIDE TO START YOUR PATH!

Accounting

Practical Accounting	
Plus Practical QuickBooks Start-Up.....	14
The Business Plan & Beyond.....	14

Accounting Software

QuickBooks 2015: Basic.....	13
QuickBooks 2015: Intermediate.....	14

Adobe Classes

Adobe Acrobat DC Pro.....	10
Introduction to Illustrator.....	11
Introduction to InDesign CC.....	11
Intermediate InDesign CC.....	11
Introduction to Photoshop CC.....	11

Classes for Macintosh Users

Mac for Beginners.....	9
Macintosh Basics.....	9
Intermediate Mac.....	9
Windows for Mac Transition.....	9

Classes for Seniors

Introduction to Personal Computers for the Senior Citizen I.....	3
Introduction to Personal Computers for the Senior Citizen II.....	3

Computer Networking & Maintenance

A+ (IT Technician).....	12
CCNA 1-2: Introduction to Networks, Routing & Switching Essentials.....	12
CCNA 3-4: Scaling Networks & WAN Technologies.....	13
13th Annual Nebraska Cyber Security Conference for System/Network Professionals.....	13

Digital Media

iTunes: Work It, Play It, Manage It.....	12
--	----

Introductory Classes

One-on-One Computer Training.....	2
Keyboarding.....	2
Basic Computer.....	2
Intermediate Computer.....	2
Windows 10.....	3

Microsoft Office Classes

Word Processing Software

NEW! Word 2016: Basic.....	4
NEW! Word 2016: Intermediate.....	4
NEW! Word 2016: Advanced.....	4

Spreadsheet Software

NEW! Excel 2016: Basic.....	5
NEW! Excel 2016: Intermediate.....	5
NEW! Excel 2016: Advanced.....	6
NEW! Excel 2016 Macros: Basic.....	6

Database Software

NEW! Access 2016: Basic.....	6
NEW! Access 2016: Intermediate.....	7
NEW! Access 2016: Advanced.....	7

Email Software

NEW! Outlook 2016: Basic.....	7
--------------------------------------	---

Presentation Software

NEW! PowerPoint 2016: Basic.....	8
Prezi.....	8

Note Taking Software

NEW! OneNote 2016.....	8
-------------------------------	---

Web Technologies

Building a Website Level 1.....	10
Building a Website Level 2.....	10
NEW! SharePoint.....	10

Professional Development

Nebraska Worker Training Grant Writing Workshop.....	15
---	----

Financial Assistance

Gap Assistance Program.....	16
-----------------------------	----

INTRODUCTORY CLASSES

One-on-One Computer Training

This learning opportunity is designed for the person who wants one-on-one attention from a computer applications subject matter expert. The two-hour session is designed to give you personalized attention on the computer topic that meets your specific need. Instruction is available for all levels of experience. Training may be done using your laptop or in one of the Continuing Education Center's computer labs.

Training topics include:

- MS Office
- Excel
- Outlook
- Adobe Creative Cloud
- Word
- Access
- QuickBooks
- Adobe Acrobat

Cost: \$99. To talk to someone about your specific needs, please contact Lora Ives at lives@southeast.edu or 402-437-2714. Cost: \$99

Keyboarding: Just starting out or looking to increase your speed?

If you are interested in improving your keyboarding skills, contact Lora Ives at lives@southeast.edu or 402-437-2714.

Basic Computer Class

While taught on a Windows 10 operating system, skills learned in this class are easily transferred to various Windows environments. Through hands-on experience, you will learn to use function keys, the mouse and the numeric keypad. Begin learning computer terminology necessary in the 21st Century. Learn to use the Internet, email, and word processing and spreadsheet applications. Practice opening, closing, saving, and deleting files and folders.

It is strongly recommended that participants have access to a computer on which to practice outside of class. Tuition includes Quick Reference Guide which will be handed out in class. (Tuition \$144 + [Guide \$5.80 + Sales & Use Tax \$0.41])

Jan. 11-25	T, Th	5:15-8:15 p.m.	\$150.21	Lincoln, CEC, 407	Olson	OFFT-3502-CEWA
Jan. 20-Feb. 17	S	8:15-11:15 a.m.	\$150.21	Lincoln, CEC, 402	Olson	OFFT-3502-CEWB
April 3-17	T, Th	5:15-8:15 p.m.	\$150.21	Lincoln, CEC, 407	Olson	OFFT-3502-CESA
April 7-May 5	S	8:15-11:15 a.m.	\$150.21	Lincoln, CEC, 402	Olson	OFFT-3502-CESB

Intermediate Computer Class

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

Maximize your computer knowledge! Learn the importance of deleting unnecessary Internet and temp files, disk maintenance, defragmenting, troubleshooting and setting a system restore date. Back up files on removable storage devices and explore the use and meaning of Cloud storage. Create folders and save files using extended sort information to make photo and document searches more effective. Discover the Interface features of Windows 10.

Tuition includes Quick Reference Guide which will be handed out in class. (Tuition \$144 + [Guide \$5.80 + Sales & Use Tax \$0.41]) NOTE: Sec. CESB: No class May 26.

Feb. 6-20	T, Th	5:15-8:15 p.m.	\$150.21	Lincoln, CEC, 407	Olson	OFFT-6424-CEWA
March 3-31	S	8:15-11:15 a.m.	\$150.21	Lincoln, CEC, 402	Olson	OFFT-6424-CEWB
April 26-May 10	T, Th	5:15-8:15 p.m.	\$150.21	Lincoln, CEC, 407	Olson	OFFT-6424-CESA
May 12-June 16	S	8:15-11:15 a.m.	\$150.21	Lincoln, CEC, 402	Olson	OFFT-6424-CESB

LOCATION

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln

Windows 10

This course will introduce you to Windows 10, Microsoft's newest operating system. You'll explore the new Start Menu, Tiles and Apps. Discover how to share and organize files and folders, find your "old" desktop, and more.

*Tuition includes Quick Reference Guide which will be handed out in class.
(Tuition \$84 + [Guide \$5.80 + Sales & Use Tax \$0.41])*

Jan. 8-12	M, W, F	1:30-4:30 p.m.	\$90.21	Lincoln, CEC, 407	Olson	OFFT-6890-CEWA
Feb. 22-March 1	T, Th	5:15-8:15 p.m.	\$90.21	Lincoln, CEC, 407	Olson	OFFT-6890-CEWB
March 26-30	M, W, F	8:30-11:30 a.m.	\$90.21	Lincoln, CEC, 407	Olson	OFFT-6890-CEWC
April 25-30	M, W, F	1:30-4:30 p.m.	\$90.21	Lincoln, CEC, 407	Olson	OFFT-6890-CESA

CLASSES FOR SENIORS

These classes provide time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills.

Introduction to Personal Computers for the Senior Citizen I

While open to anyone, this class is specifically designed for the senior citizen who wants to learn to use a computer. Topics include components of a computer (keyboard, monitor, mouse, etc.); basic elements of the Windows 10 operating system; how to identify software loaded on your computer; a brief introduction on how to use the computer for letter writing; and the basic elements of the World Wide Web and email.

*While taught on a Windows 10 operating system, the skills learned in these classes are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home on which to practice. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills. Required Quick Reference Guide is included in course costs and will be distributed in class.
(Tuition \$154 + [Guide \$5.80 + Sales & Use Tax \$0.41])*

Jan. 11-Feb. 1	T, Th	1:30-4:30 p.m.	\$160.21	Lincoln, CEC, 407	Olson	OFFT-3503-CEWA
April 3-24	T, Th	1:30-4:30 p.m.	\$160.21	Lincoln, CEC, 407	Olson	OFFT-3503-CESA

Introduction to Personal Computers for the Senior Citizen II

Prerequisite: Introduction to Personal Computers for the Senior Citizen I (OFFT-3503) or equivalent experience

This class is a continuation of "Introduction to Personal Computers for the Senior Citizen I." We will expand on the topics of safely navigating the World Wide Web, finding helpful information/locations on the Web and saving/downloading items to your hard drive; organize email and gain confidence with attachments; explore the wonderful help categories on your hard drive; protect and save your information to various removable storage devices; customize your desktop, start menu and taskbar to make your computer quick and easy to use.

*While taught on a Windows 10 operating system, the skills learned in these classes are easily transferred to other Windows environments. It is strongly recommended that participants have a computer at home on which to practice. This class provides time for in-class hands-on practice and one-on-one assistance from the instructor to ensure you acquire basic computer skills. Required Quick Reference Guide is included in course costs and will be distributed in class.
(Tuition \$154 + [Guide \$5.80 + Sales & Use Tax \$0.41])*

Feb. 8-March 1	T, Th	1:30-4:30 p.m.	\$160.21	Lincoln, CEC, 407	Olson	OFFT-3504-CEWA
May 1-22	T, Th	1:30-4:30 p.m.	\$160.21	Lincoln, CEC, 407	Olson	OFFT-3504-CESA

MICROSOFT OFFICE CLASSES



WORD PROCESSING SOFTWARE

NEW! Word 2016: Basic

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

After an introduction to Word’s window components, participants will learn how to use the Help system and navigate documents. They will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Jan. 24	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7238-CEWA
March 6-13	T, Th	5:30-8 p.m.	\$159	Lincoln, CEC, 408	Flory	OFFT-7238-CEWB
March 27	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7238-CEWC

NEW! Word 2016: Intermediate

Prerequisite: Word Basic or equivalent experience

Participants will work with styles, sections and columns and will use the Navigation pane to work with outlines. You will format tables, print labels and envelopes, and work with graphics. You also will use document templates, manage document revisions and work with Web features.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Feb. 12	M	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7239-CEWA
April 11	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7239-CESA
April 17-24	T, Th	5:30-8 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7239-CESB

NEW! Word 2016: Advanced

Prerequisite: Word Intermediate or equivalent experience

Participants will perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They also will create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

March 14	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7240-CEWA
May 24	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Flory	OFFT-7240-CESA

For one-on-one training, see page 2 for more information.

LOCATION

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln



SPREADSHEET SOFTWARE

NEW! Excel 2016: Basic

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

After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. We will cover simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Jan. 23-30	T, Th	5:30-8 p.m.	\$159	Lincoln, CEC, 402	Flory	OFFT-7166-CEWA
Feb. 8	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Wolfe	OFFT-7166-CEWB
March 7	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Flory	OFFT-7166-CEWC
April 3-10	T, Th	5:30-8 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7166-CESA
April 18	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Wolfe	OFFT-7166-CESB
May 9	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Wolfe	OFFT-7166-CESC
June 5	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Wolfe	OFFT-7166-CESD

NEW! Excel 2016: Intermediate

Prerequisite: Excel Basic or equivalent experience

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, and using workbook styles and themes. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Jan. 31	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Wolfe	OFFT-7167-CEWA
Feb. 13-20	T, Th	5:30-8 p.m.	\$159	Lincoln, CEC, 408	Flory	OFFT-7167-CEWB
Feb. 21	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Wolfe	OFFT-7167-CEWC
March 21	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Wolfe	OFFT-7167-CEWD
April 27	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Wolfe	OFFT-7167-CESA
May 23	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Wolfe	OFFT-7167-CESB

CUSTOMIZED ON-SITE TRAINING FOR BUSINESS & ORGANIZATIONS

SCC provides ON-SITE TRAINING. This training can be customized to meet the specific training needs of the business. Grant writing assistance is provided to help you offset the training costs for qualified employees.

Contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

NEED FINANCIAL ASSISTANCE? SEE PAGE 16 FOR MORE INFORMATION.

NEW! Excel 2016: Advanced

Prerequisite: Excel Intermediate or equivalent experience

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2013 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

March 2	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7168-CEWA
May 16	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7168-CESA

NEW! Excel 2016 Macros: Basic

Prerequisite: Excel Advanced or equivalent experience

This class is for users with or without a programming background. It introduces students to the capabilities of Excel's Visual Basic for Applications. You will learn how to automate repetitive spreadsheet tasks, read and edit code generated in Excel's Visual Basic Editor, write decision-making code using IF statements and Loops, as well as create interactive message and input boxes which prompt the user for more information. You also will learn how to make macros easily available via keyboard shortcuts, buttons, or by assigning them to Excel's menus or toolbars.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

March 28	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7169-CESA
June 7	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7169-CESB



DATABASE SOFTWARE

NEW! Access 2016: Basic

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

After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields and records; sort and filter data; and set field properties and data-entry rules. Students will then learn to create queries, forms and reports.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com. The same book is used for all three levels.

Jan. 18 & 19	Th, F	8:30 a.m.-4:30 p.m.	\$259	Lincoln, CEC, 402	La Cross	OFFT-7241-CEWA
April 26 & 27	Th, F	8:30 a.m.-4:30 p.m.	\$259	Lincoln, CEC, 402	La Cross	OFFT-7241-CESA

For one-on-one training, see page 2 for more information.

NEED FINANCIAL ASSISTANCE? SEE PAGE 16 FOR MORE INFORMATION.

NEW! Access 2016: Intermediate

Prerequisite: Access: Basic or equivalent experience

Participants will learn how to normalize data, manage table relationships and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com. The same book is used for all three levels.

Feb. 22 & 23	Th, F	8:30 a.m.-4:30 p.m.	\$259	Lincoln, CEC, 408	La Cross	OFFT-7242-CEWA
May 24 & 25	Th, F	8:30 a.m.-4:30 p.m.	\$259	Lincoln, CEC, 407	La Cross	OFFT-7242-CESA

NEW! Access 2016: Advanced

Prerequisite: Access Intermediate or equivalent experience

This course builds on the skills and concepts taught in Access Intermediate. Students will learn how to create crosstab, parameter and action queries; create macros; import, export and link database objects; create hyperlink fields; optimize, split and back up databases; passwordprotect and encrypt databases; and set Access options and properties.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com. The same book is used for all three levels.

March 22	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7243-CEWA
June 1	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	La Cross	OFFT-7243-CESA



EMAIL SOFTWARE

NEW! Outlook 2016: Basic

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

Class covers Outlook 2016 Mail, Calendars, People, and Tasks. Manage incoming and outgoing email messages, work with attachments, and create folders. Customize and sort messages, create signatures and stationery, and manage junk mail. Set categories and create and run rules to filter and organize messages. Schedule and edit appointments, events and meetings. Customize and print calendar views. Create and manage contact information and contact groups. Create and manage tasks, To-Do lists, and Notes.

Required course notes are available at the SCC Campus Store, 8800 O St., or online at www.sccbookstore.com. NOTE: Students must log into their SCC-issued user account before class. Bring login information (user ID and password) to class to access Outlook in the computer lab. Instructor will not have access to this information.

March 23	F	8:30 a.m.-12:30 p.m.	\$89	Lincoln, CEC, 407	Massey	OFFT-7244-CEWA
May 11	F	12:30-4:30 p.m.	\$89	Lincoln, CEC, 407	Massey	OFFT-7244-CESA

LOCATION

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln



PRESENTATION SOFTWARE

NEW! PowerPoint 2016: Basic

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

After an introduction to PowerPoint’s window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Jan. 22	M	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 407	Flory	OFFT-7245-CEWA
March 20	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Flory	OFFT-7245-CEWB

Prezi

Prerequisite: Microsoft PowerPoint Basic or equivalent experience

After an introduction to Prezi and the multitude of options available in creating presentations, students will learn to create a presentation using the basics of Prezi, edit and present mode, navigating a Prezi canvas, Prezi animations and transitions and other unique features. Finally, students will learn to proof, run and deliver a Prezi presentation.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

March 1	Th	8:30 a.m.-Noon	\$79	Lincoln, CEC, 408	Flory	OFFT-6975-CEWA
May 22	T	1-4:30 p.m.	\$79	Lincoln, CEC, 408	Flory	OFFT-6975-CESA



NOTE TAKING SOFTWARE

NEW! OneNote 2016

Learn to create, organize and share notes and information with others. Gather pictures, audio and video recordings, projects, and presentations in an electronic notebook and share seamlessly with colleagues, family and friends. Topics include creating a notebook; entering, formatting, and organizing notes; creating templates; and integrating with other applications such as Word and Excel.

Required course notes available at the SCC Campus Store.

March 16	F	1-4 p.m.	\$79	Lincoln, CEC, 407	Massey	OFFT-7247-CEWA
April 20	F	1-4 p.m.	\$79	Lincoln, CEC, 407	Massey	OFFT-7247-CESA

For one-on-one training, see page 2 for more information.

NEED FINANCIAL ASSISTANCE? SEE PAGE 16 FOR MORE INFORMATION.

LOCATIONS

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln
 ENT.....SCC Entrepreneurship Center, 285 S. 68th St. Place, Lincoln

CLASSES FOR MACINTOSH USERS

Mac for Beginners

This introductory course assumes little or no previous computer experience and teaches skills to get students up and running. It is designed to familiarize the user with the basic operation of the Apple Macintosh operating system. Subjects covered include an introduction to the Mac interface, using and navigating with the mouse (click, double-click, and click and drag), using the keyboard, creating folders, organizing files, and introducing menus and buttons. This course is for the student who desires to learn fundamental computer skills.

Each class is customized to the students' needs. No book required.

Jan. 17 & 18	W, Th	6-9 p.m.	\$83	Lincoln, ENT, 415	Kunce	GDMA-3612-ENWA
March 28 & 29	W, Th	6-9 p.m.	\$83	Lincoln, CEC, 406	Kunce	GDMA-3612-CESA

Macintosh Basics

Prerequisite: Mac for the Beginner (GDMA-3612) or equivalent experience (Some mouse, typing and navigational skills are needed for this course.)

This class is for the occasional user who wishes to increase knowledge and skill on the Apple Macintosh operating system. Topics include creating and organizing folders and documents, organizing emails, customizing the dock, setting preferences; efficiently navigating the internet and organizing bookmarks; connecting accessories; creating data backups; troubleshooting basic problems; discovering self-help features such as search and find, online videos, help files, tutorials and much more.

Each class is customized to the students' needs. No book required.

Jan. 31 & Feb. 1	W, Th	6-9 p.m.	\$83	Lincoln, ENT, 415	Kunce	GDMA-3575-ENWA
April 11 & 12	W, Th	6-9 p.m.	\$83	Lincoln, CEC, 404	Kunce	GDMA-3575-CESA

Intermediate Mac

Prerequisite: Macintosh Basics (GDMA-3575) or equivalent experience

This course is designed to expand the user's basic Macintosh skills. Topics will include basic maintenance, troubleshooting, backing up and archiving files, adding and deleting accounts, and other tips to get the most out of your Mac. This course is for the person who wants to learn how to increase the efficiency and security of their computer.

Each class is customized to the students' needs. No book required.

April 18	W	6-9 p.m.	\$52	Lincoln, CEC, 401	Kunce	GDMA-3578-CESA
----------	---	----------	------	-------------------	-------	----------------

Windows to Mac Transition

This course is designed for the PC user who has just switched to the Mac either at work or home, and wants to find out how to adapt old working habits to the Macintosh Operating System. Topics include navigating the Mac interface, translating from Windows to Mac ("Alt" = "Option" for example), setting preferences, and other tasks. This course is for an experienced computer user who wants to gain familiarity and hands-on experience with the Mac OS.

No book required.

Feb. 7	W	6-9 p.m.	\$52	Lincoln, CEC, 401	Kunce	OFFT-6561-CEWA
April 25	W	6-9 p.m.	\$52	Lincoln, CEC, 404	Kunce	OFFT-6561-CESA

WEB TECHNOLOGIES

Building a Website Level 1

This class introduces basic concepts needed to create a website. It begins with an introduction to Web technologies and then provides a comprehensive overview of HTML5. In-class exercises focus on basic webpage layout, HTML5 syntax, text formatting, graphics, hyperlinks, and tables.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Jan. 23 & 25	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 407	Johnson	INFO-3862-CEWA
April 2 & 4	M, W	6-9:30 p.m.	\$159	Lincoln, CEC, 408	Olson	INFO-3862-CESA

Building a Website Level 2

Prerequisite: Building a Website Level 1 (INFO-3862) or equivalent experience

This class picks up where Level 1 ends. Learn to create an attractive and organized website using HTML5 and Cascading Style Sheets. In-class exercises guide students through developing a full-fledged website using HTML5 and CSS.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com.

Feb. 6 & 8	T, Th	8:30 a.m.-Noon	\$159	Lincoln, CEC, 408	Johnson	INFO-3863-CEWA
April 16 & 18	M, W	6-9:30 p.m.	\$159	Lincoln, CEC, 402	Olson	INFO-3863-CESA

NEW! SharePoint

If you are looking for basic SharePoint training to help your employees better understand the most commonly performed tasks associated with updating/editing your SharePoint environment, or if you are desiring to expand your knowledge and use of specific features of SharePoint, SCC can assist you.

For more information on customized SharePoint training, contact Lora Ives, Training Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or lives@southeast.edu.

ADOBE CLASSES



Adobe Acrobat DC Pro

Prerequisite: Word Basic or equivalent experience

Learning the ins and outs of Adobe Acrobat DC Pro will simplify your life! You will learn how to create Adobe PDF files, create Adobe PDFs from Microsoft Office files, and combine files in PDF portfolios. Almost any document, text file, file created in a page-layout application, scanned document, Web page, or digital photo, can be converted to Adobe PDF using Acrobat software. You will learn the best way to create a PDF for specific situations.

No book required.

Jan. 17	W	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Massey	GDMA-7034-CEWA
April 6	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Massey	GDMA-7034-CESA

For one-on-one training, see page 2 for more information.



Introduction to Illustrator CC

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

This class is for beginners who want to master the fundamentals of Adobe Illustrator and begin creating vector graphics. In this course you will cover the capabilities and tools of Illustrator, the interface, how to save and print files, and how to work with basic shapes, lines and color. This hands-on course will give you practice on actual art and plenty of resources for continued Illustrator work.

No book required.

Feb. 27	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	GDMA-6975-CEWA
May 8	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Johnson	GDMA-6975-CESA



Introduction to InDesign CC

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.

Jan. 11	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Guthard	GDMA-3697-CEWA
April 3	T	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Guthard	GDMA-3697-CESA

Intermediate InDesign CC

Prerequisite: Introduction to InDesign (GDMA-3697) or equivalent experience

This class focuses on streamlining your workflow. It introduces the more advanced features of InDesign, including working with typography, character styles, paragraph styles, object styles, master pages, document preflight, PDF exporting, and interactive PDFs.

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

Jan. 25	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Guthard	GDMA-3698-CEWA
April 19	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Guthard	GDMA-3698-CESA



Introduction to Photoshop CC

Prerequisite: Experience navigating in Mac or PC environments

Ready to get up close and personal with the top choice of professional editors, designers and photographers in creating powerful images? Fasten your seat belt and hang on! This class will take you from zero to hero in no time. Whether you've toiled around in Photoshop just a bit or have never even opened the application, you'll learn how to let the pixels know who's boss! We'll talk about contrast, saturation, color correction, making selections, working with layers, blend modes, and adding text. It's bound to be a good time!

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

Jan. 26	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Stolzer	GDMA-3620-CEWA
March 9	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Stolzer	GDMA-3620-CEWB
June 1	F	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Stolzer	GDMA-3620-CESA

LOCATION

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln

DIGITAL MEDIA

iTunes: Work It, Play It, Manage It

Prepare to jump on the musical bandwagon and learn how to finally get the most out of your iPods and audio CDs! In this short, three-hour class, you will learn how to record compact discs, purchase music and videos through the iTunes Store, find and subscribe to podcasts, manage libraries and create playlists.

Students should have basic computer experience. (iPod or mp3 player not required.) No book required.

Feb. 21	W	6-9 p.m.	\$49	Lincoln, CEC, 401	Kunce	GDMA-3633-CEWA
June 6	W	6-9 p.m.	\$49	Lincoln, CEC, 404	Kunce	GDMA-3633-CESA

COMPUTER NETWORKING & MAINTENANCE

A+ (IT Technician)

The A+ course prepares an individual for both of the A+ certification exams. The exams are designed to certify the competency of entry-level service technicians, and the A+ certification signifies that the certified individual possesses the knowledge, skills and customer relations attributes necessary to be a successful computer technician. The A+ course covers a broad range of hardware and software technologies (not related to any vendor-specific products).

This class is taught from the official CompTIA A+ Training study material and is taught by certified instructors. If the student decides to take the certified A+ exams at the conclusion of the class, two exams are required: (1) Essentials 220-801 and (2) Practical Application 220-802. Cost for these certified exams are separate. Required books are available at the SCC Campus Store. (3.6 CEUs) Payment plans available! Contact the Business Office at 402-437-2558 for details.

Gap Tuition Assistance available to those who qualify. See page 16 or visit

www.southeast.edu/cefnaid for assistance options. NOTE: No class Sept. 4.

Feb. 12-March 14	M, W	5:30-8:30 p.m.	\$725	Lincoln, CEC, 402	Cummings	INFO-3930-CEWA
------------------	------	----------------	-------	-------------------	----------	----------------

CCNA 1-2: Introduction to Networks, Routing & Switching Essentials

This course introduces network architecture, functions, protocols and devices and sets the framework for networking. Network models are used to identify and detail the functionality within a network. Routing and switching operation and protocols are examined, as well as the programming of routers and switches. Network addressing with IPv4 and IPv6, and routing protocols are also examined. This course enables one to build, test and troubleshoot networks involving routing and switching. Protocols examined include STP, RIP, EIGRP, and OSPF as well as others. These concepts will be reinforced with the hands-on portion of the course.

(10.4 CEUs) Gap Tuition Assistance available to those who qualify. See page 16 or visit www.southeast.edu/cefnaid for assistance options.

Jan. 20-May 5	S	7 a.m.-2 p.m.	\$1,889	Lincoln, SCC, N-11	Aalberg	ELEC-6891-LNSA
---------------	---	---------------	---------	--------------------	---------	----------------

CCNA 3-4: Scaling Networks & WAN Technologies

Prerequisite: CCNA 1-2 (ELEC-6891)

This course builds on the routing and switching knowledge gained in the CCNA 1-2 course. Students examine advanced concepts utilized in larger and more robust networks and expand on the operation of routing and switching protocols used to scale networks and make them more fault tolerant. Various WAN technologies are discussed, including WAN connection types and VPNs. Students gain the knowledge needed to operate and maintain a complex network design.

(10.4 CEUs) This course, paired with the CCNA 1-2 course, will prepare students to sit for the CCNA Routing and Switching exam (200-120). **Gap Tuition Assistance available to those who qualify. See page 16 or visit www.southeast.edu/cefaid for assistance options.** For more information, contact Connie Collin at 402-437-2709 or ccollin@southeast.edu.

Save the Date!

13th Annual Nebraska Cyber Security Conference for System/Network Professionals

Thursday, Sept. 27

It will be bigger and better than before with national speakers. This will be an experience you won't want to miss!

More information will be available in the July-Dec. 2018 schedule! Registration will open in May.

ACCOUNTING SOFTWARE

QuickBooks 2015: Basic

Prerequisite: Windows experience

Learn how to use the basic features and functions of the QuickBooks Pro software. You will create a company, set your preferences/passwords, work with vendors, set-up/invoice customers, make deposits, transfer funds/reconcile, manage credit/debit card transactions, interact with Word/Excel, and review financial statements.

Required book is available at the SCC Campus Store, 8800 O St. or online at www.sccbookstore.com. This basic course does not customize features to your business. Prior to class, read pages 3-11 in workbook.

Jan. 9	T	8:30 a.m.-3:30 p.m.	\$149	Lincoln, CEC, 402	Petersen	ACCT-3525-CEWA
March 6	T	8:30 a.m.-3:30 p.m.	\$149	Lincoln, CEC, 402	Petersen	ACCT-3525-CEWB
May 8	T	8:30 a.m.-3:30 p.m.	\$149	Lincoln, CEC, 408	Petersen	ACCT-3525-CESA

LOCATIONS

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln
 SCC.....Southeast Community College, 8800 O St., Lincoln

QuickBooks 2015: Intermediate

Prerequisite: QuickBooks Basic or equivalent experience

Now that you've learned the basics of QuickBooks, learn how to deal with inventory, set up and pay sales tax, issue refunds, handle credits from vendors and to customers and memorize recurring transactions. Also learn about setting up budgets, processing payroll, paying payroll liabilities, and year-end W-2s and 1099s.

For specialized assistance, bring your own documents and/or business laptop. A portion of this course is tailored to your specific business needs. Required book is available at the SCC Campus Store, 8800 O St., or online at www.sccbookstore.com.

Jan. 18	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Petersen	ACCT-3526-CEWA
March 15	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 402	Petersen	ACCT-3526-CEWB
May 17	Th	8:30 a.m.-4:30 p.m.	\$159	Lincoln, CEC, 408	Petersen	ACCT-3526-CESA

ACCOUNTING

Practical Accounting Plus Practical QuickBooks Start-Up

Prerequisite: Windows experience

Practical Accounting gives you the accounting basics toward a better understanding of both accounting systems and financial statements. Practical QuickBooks gives you the basics necessary to set up accounting information for an easier QuickBooks start-up.

Required book is available at the SCC Campus Store, 8800 O St., or online at www.sccbookstore.com.

Jan. 11	Th	8 a.m.-5 p.m.	\$114	Lincoln, CEC, 408	Merlin	ACCT-3524-CEWA
April 5	Th	8 a.m.-5 p.m.	\$114	Lincoln, CEC, 408	Merlin	ACCT-3524-CESA

THE BUSINESS PLAN & BEYOND

This class will cover two major areas necessary for the development of a comprehensive Business Plan: The Narrative and the Financial Plan. You will leave with actual working documents of these two components, including financial statement templates. You will be able to further develop a business plan which you can implement for your business or entrepreneurial initiative.

Required book is available at the SCC Campus Store, 8800 O St., or online at www.sccbookstore.com.

Jan. 25	Th	8 a.m.-5 p.m.	\$125	Lincoln, CEC, 408	Merlin	ACCT-7744-CEWA
April 19	Th	8 a.m.-5 p.m.	\$125	Lincoln, CEC, 408	Merlin	ACCT-7744-CESA

LOCATION

CEC.....Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln

PROFESSIONAL DEVELOPMENT

Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant for the March 31 or June 30 application cycle, this is an opportunity you don't want to miss. The Training Solutions staff is offering a hands-on grant application writing workshop. A checklist to assist you in preparing for the seminar will be provided prior to the workshop. The workshop will assist you in completing your electronic application and preparing the supporting materials.

There is NO CHARGE to attend the workshop. To register, visit <http://bit.ly/RegisterNWTG>.

March 7	W	8:30 a.m.-12:30 p.m.	Lincoln, CEC, 407	(Registration Deadline: Feb. 28)
June 6	W	8:30 a.m.-12:30 p.m.	Lincoln, CEC, 402	(Registration Deadline: May 30)

For one-on-one training, see page 2 for more information.

CONNECT WITH US



[facebook.com/SCCContinuingEducation](https://www.facebook.com/SCCContinuingEducation)



twitter.com/SCCContinuingEd



[pinterest.com/scccontinuinged](https://www.pinterest.com/scccontinuinged)

CUSTOMIZED ON-SITE TRAINING FOR BUSINESS & ORGANIZATIONS

SCC provides ON-SITE TRAINING. This training can be customized to meet the specific training needs of the business. Grant writing assistance is provided to help you offset the training costs for qualified employees.

Contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

FINANCIAL ASSISTANCE

GAP ASSISTANCE PROGRAM

What is the **Gap Assistance Program**?

Funding for short-term training for in-demand jobs.

Gap makes education FREE.

Eligibility

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income
1.....	\$30,150
2.....	\$40,600
3.....	\$51,050
4.....	\$61,500
5.....	\$71,950
6.....	\$82,400

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program.

Training Programs

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- *Computer Programming & Networking*
- *Business/Information Technology*
- *Lean/Six Sigma*
- *Leadership Certificate*
- *Fiber Optics*
- *Manufacturing/Industrial Technology*
- *Health Care*

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.



For more information, contact us at **402-323-3394** or **hbloomquist@southeast.edu** OR visit **www.southeast.edu/cefinassist**



REGISTRATION FORM - CONTINUING EDUCATION



Complete this form and send with payment 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 for additional information.

2018 Quarter

_____ summer winter
 _____ fall spring

Social Security Number or SCC Student ID Number		Name: Last		First		Middle Initial		Email Address	
Residence Mailing Address				City		State		Zip	
Race: (Select one or more)		Ethnicity (select one):		Birth Date		Business Phone		Home Phone	
<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic Latino		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident		<input type="checkbox"/> Employer		Cell Phone	
Gender:		<input type="checkbox"/> Male <input type="checkbox"/> Female		Title					

Course Number

Cost

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 of withdrawal; 3) that I understand the refund policy; 4) that I understand the financial aid policy; 5) that I understand the College's policies on equal opportunity and nondiscrimination in all procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all activities, programs, services, and facilities. This includes but is not limited to: race, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application or 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 Street Place, Lincoln, NE 68510, or pxcc@southeast.edu.