

Small-Business Essentials

NEW! Mastering LinkedIn: Marketing for Business Success

This comprehensive LinkedIn marketing course is designed to empower entrepreneurs, marketers and professionals with the knowledge and skills needed to leverage LinkedIn's vast network for brand growth, lead generation and thought leadership. Whether you're a seasoned marketer or new to the platform, this class will provide actionable insights and strategies to elevate your LinkedIn marketing game.

Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: LinkedIn**

Feb. 6-8	T, Th	6-8 p.m.	\$79
NE City, NCLC, 104	McKinney	BSAD-3349-NCSA	

NEW! Zoom for Business: Essential Skills for Success

This compact, yet comprehensive Zoom class is designed to empower you with the essential skills needed to navigate Zoom's features confidently. Whether you're a remote worker, business leader, educator, or team member, this class will equip you with the knowledge to make the most out of Zoom's capabilities.

Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Zoom**

March 5-7	T, Th	6-8 p.m.	\$79
NE City, NCLC, 104	McKinney	BSAD-3350-NCSA	

Zoom: Everyone's Doing It!

Learn why Zoom is being used by millions to hold one-on-one meetings or group conversations. Zoom provides a fun, easy way to connect with family, friends or colleagues with the click of a button. You can see and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom! **Keyword: Zoom**

Feb. 27	T	1-4 p.m.	Meyer	\$49
LIVE Online, Zoom			AREA-0934-TCSFA	
NE City, NCLC, 104			AREA-0934-FCSA	

Classes delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

NEW! Business Planning/ Recordkeeping

Discover two important "Keys to Success" when starting a new company. Building a business plan and what to do with it once you have it developed and identifying the method of record keeping that works for your business.

Presented by Center for Rural Affairs. All proceeds go to Southeast Community College. Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Business**

May 1	W	10 a.m.-Noon	\$29
LIVE Online, Zoom	Ballard	AREA-0141-TCSNA	

NEW! 5 Must-Have Marketing Tools for Small Business

As a small business owner, discover how you can identify your ideal audience, understand their behavior, help them achieve brand awareness, and capitalize on organic opportunities by using these five marketing tools.

Presented by Center for Rural Affairs. All proceeds go to Southeast Community College. Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Marketing**

April 3	W	9-11 a.m.	\$29
LIVE Online, Zoom	Elliott	AREA-0139-TCSNA	

Location Key

NE City, NCLC..... Learning Center at Nebraska City, 1406 Central Ave.

JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?



Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

Funds are being provided by the **Nebraska City Community Foundation Fund**

For more information, visit southeast.edu/nebraskacitylc or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

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NEW! The Cost of Hiring & Payroll Compliance Issues

Hiring employees is much more than just finding the right person and paying them a wage. We will define the difference between an employee and independent contractor, review payroll tax applications, discuss the basics of a good employee handbook, determine what types of employees are exempt from overtime rules and look at the Work Opportunity Credit and penalties for non-compliance with federal and state payroll tax laws.

Presented by Center for Rural Affairs. All proceeds go to Southeast Community College. Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Hiring**

June 25	T	3-5 p.m.	Ensz	\$29
LIVE Online, Zoom			AREA-0140-TCUNA	
NE City, NCLC, 104			AREA-0140-NCUA	

Business Networking for Introverts

Are you an introvert and find business networking difficult? Join us for an opportunity to learn networking tips and ideas while connecting with other introverts in southeast Nebraska.

Keyword: Networking

April 24	W	Noon-1 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCSFN	
May 9	T	7-8 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCSFP	

One Drive for Business

Get started with OneDrive for Business, the cloud-based file management system included with Microsoft Office. Covering both the desktop client app and the browser version, this course shows how to upload, share, copy, delete, and download files and folders, integrate with Office 365 Online and working on files simultaneously with coworkers.

Nebraska City Residents: Job Enhancement Scholarship eligible. **Keyword: Business**

April 9	T	1-4 p.m.		\$49
NE City, NCLC, 104		McKinney	OFFT-7327-NCSA	

Starting a Small Business

Have you had an idea for a small business but aren't sure where to start? Visit with an expert and get a few tips and tricks. **Keyword: Business**

March 6	W	Noon-1 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCSFI	
March 21	Th	7-8 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCSFK	
April 10	W	Noon-1 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCSFM	
June 13	Th	7-8 p.m.		\$10
LIVE Online, Zoom		Andrew	AREA-6665-TCUFA	

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.

Check out all classes offered at southeast.edu/NebraskaCityLC

Find us on Facebook at

facebook.com/SCCLearningCenteratNebraskaCity



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

Today's Date

___/___/___

* Required

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit southeast.edu/academics/college-catalog.php 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			* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		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 Mastercard AMEX Discover VISA V Code _____

(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

Name as it appears on card: _____ Exp. Date _____

CC # _____

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. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/index.php *The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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**. **Print** this page 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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
southeast.edu/business-and-community/index.php

* 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.