



Business Development Workshops



Continuing Education

A practical business development education program designed to help entrepreneurs identify and hone business skills needed to create, manage and grow a successful business.

Practical Accounting with QuickBooks Start-Up

(Prerequisite: Windows experience) Practical accounting, presented during six hours, will give you the accounting basics toward a better understanding of both accounting systems and financial statements. It is followed by two hours of Practical QuickBooks, which will give participants the basics necessary to set up your accounting information for an easier QuickBooks start-up.

Required book is available at the SCC Bookstore.
Course Number: ACCT-3524-CEWA **Tuition:** \$89
Date: Jan. 13, 2012 **Day:** Friday
Time: 8 a.m.-5 p.m. **Instructor:** Phelps
Location: SCC Continuing Education Center
301 S. 68th St. Place, Lincoln, NE • Room 406

What's Involved in Starting a Small Business?

Topics include advantages and disadvantages of business ownership; need for a detailed business plan; purpose and importance of market research; general recordkeeping requirements; overview of legal structures for small business; general types of financing, including what a lender will want to know; and business insurance considerations. Workshop is offered in cooperation with the Small Business Administration and the Lincoln Chapter of Service Corps of Retired Executives.

Course Number: BSAD-3700-LNWA **Tuition:** \$35
Dates: Jan. 23, 24 & 25, 2012 **Day:** Mon., Tues. & Wed.
Time: 7-9:30 p.m. **Location:** Southeast Community College
8800 O Street, Lincoln, NE • Room G-1
Course Number: BSAD-3700-LNWB **Tuition:** \$41 (includes lunch)
Dates: March 17, 2012 **Day:** Sat.
Time: 8:15 a.m.-9:30 p.m.
Location: Southeast Community College, 8800 O Street,
Lincoln, NE • Room G-1

Is My Idea Feasible?

If you're starting, running or growing a business, you need numbers! You need numbers to determine whether your idea will work; to find and evaluate new customers and markets; to present a convincing business and marketing plan; and a "number" of other applications. This workshop will help you gain a basic understanding of what is involved in researching and developing your business concept and help you make sound business decisions.

Course Number: BSAD-3461-CEWA **Tuition:** \$59
Dates: Feb. 1, 8 & 15, 2012 **Day:** Wednesdays
Time: 6-9 p.m. **Instructor:** Meese
Location: SCC Continuing Education Center
301 S. 68th St. Place, Lincoln, NE • Room 403

Marketing Strategies for the Small Business

Help your business get noticed! Discover ways to find new customers and spread the word about your business. Whether through traditional advertising, online or new social strategies, we'll explore ways you can market your business affordably. During this hands-on workshop you will look at your business in a new way so you can gain a competitive advantage in an ever-changing marketplace. Plan to walk away with marketing strategies you can use immediately.

Course Number: BSAD-3460-CEWA **Tuition:** \$79
Date: Feb. 24, 2012 **Day:** Friday
Time: 9 a.m.-4 p.m. **Instructor:** Hawthorne
Location: SCC Continuing Education Center
301 S. 68th St. Place, Lincoln, NE • Room 406

For more information, please contact
Amy Chesley
402-437-2709 • 800-828-0072, ext. 2709
achesley@southeast.edu

REGISTRATION FORM - NON-CREDIT COURSE

Southeast community college

Complete this form with payment information and send via FAX or mail to: **SCC Continuing Education Center**
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 402-437-2703

Include credit card information or Letter of Authorization for third-party billing. 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 the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2012 QUARTER	
<input type="checkbox"/> SUMMER	<input checked="" type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number		Name: Last		First	Middle Initial	Email Address		
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone	
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	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"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska		Home Phone

Please Check: Practical Accounting • \$89 • Jan. 13 • ACCT-3524-CEWA
 Starting a Small Business • \$35 • Jan. 23-25 • BSAD-3700-LNWA
 Starting a Small Business • \$41 • Mar. 17 • BSAD-3700-LNWB

Is My Idea Feasible? • \$59 • Feb. 1-15 • BSAD-3461-CEWA
 Marketing Strategies • \$79 • Feb. 24 • BSAD-3460-CEWA

SIGNATURE

Check Cash Mastercard AMEX Discover VISA V Code _____
Name as it appears on card: _____
Exp. Date _____ Credit card # _____
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.

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, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

SCC Staff Tuition Waiver	()
TOTAL DUE	

FOR OFFICE USE ONLY	
DE _____	ID# _____



WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*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.