



Continuing Education

Business Development Workshops



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

WHAT'S INVOLVED IN STARTING A SMALL BUSINESS?

(0.75 CEUs) 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 (SBA) and the Lincoln Chapter of Service Corps of Retired Executives (SCORE).

Course Number: BSAD-3700-LNFA **Tuition:** \$35
Dates: Oct. 5, 6 & 7, 2009 **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-LNFB **Tuition:** \$41 (includes lunch)
Date: Nov. 14, 2009 **Day:** Saturday
Time: 8:15 a.m.-5 p.m. **Location:** Southeast Community College
 8800 O Street, Lincoln, NE • Room G-1

MARKETING STRATEGIES FOR THE SMALL BUSINESS

(0.7 CEUs) Receive valuable marketing assistance that will help your small business get noticed! Discover new ways to find new customers, spread the word about your business, influence the media and develop an advertising strategy. Walk away with marketing tips you can begin using immediately.

Course Number: BSAD-3460-CEFA **Tuition:** \$79
Dates: Oct. 16, 2009 **Day:** Friday
Time: 9 a.m.-4 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 406

FUNDING A BUSINESS VENTURE

(0.3 CEUs) Prior to start-up, you will need to analyze the funding needs of your business and assess the various financing options available. Understand the pros and cons of various options for financing the growth of your business.

Course Number: ENTR-3002-CEFA **Tuition:** \$39
Dates: Oct. 20, 2009 **Day:** Tuesday
Time: 6-9 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 405

PRACTICAL ACCOUNTING WITH QUICKBOOKS START-UP

(Elementary Level) (Prerequisite: Windows XP, INFO-3508, or equivalent experience)

Practical accounting presented over six hours will give you the accounting basics toward a better understanding of both accounting systems and financial statements. Required book is available at the SCC Bookstore.

Course Number: ACCT-3524-CEFA **Tuition:** \$89
Date: Oct. 8, 2009 **Day:** Wednesday
Time: 8 a.m.-5 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 407

BUSINESS PLAN IN A DAY & A HALF

(Suggested Prerequisite: Is My Idea Feasible?, BSAD-3461)

(0.9 CEUs) Your business plan is a powerful document telling the story of your company, your vision and your future. It is the roadmap to your success. Join us for a quick and efficient journey through the process of developing your business plan. We also will help you discover the operational structure of your business from renting/buying the space, installing the phone system to creating employee guidelines. Required book is available at the SCC Bookstore.

Course Number: ENTR-3001-CEFA **Tuition:** \$89
Date: Nov. 3, 10 & 17, 2009 **Day:** Tuesdays
Time: 6-9 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 405

QUICKBOOKS 2007 LEVEL 1

(Prerequisite: Windows XP, INFO-3508, or equivalent experience)

(0.7 CEUs) Learn how to use the basic features and functions of the QuickBooks Pro software. Required book is available at the SCC Bookstore.

Course Number: ACCT-3525-CEFA **Tuition:** \$109
Date: Nov. 4, 2009 **Day:** Wednesday
Time: 8:30 a.m.-4:30 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 407

QUICKBOOKS 2007 LEVEL 2

(Prerequisite: QuickBooks, ACCT-3525, or equivalent experience)

(0.7 CEUs) Learn more advanced features and functions of the QuickBooks Pro software. Required book is available at the SCC Bookstore.

Course Number: ACCT-3526-CEFA **Tuition:** \$109
Dates: Dec. 2, 2009 **Day:** Wednesday
Time: 8:30 a.m.-4:30 p.m.
Location: SCC Continuing Education Center
 301 S. 68th St. Place, Lincoln, NE • Room 407

For more information, please contact **Amy Chesley** at 402-437-2709; 1-800-828-0072, ext. 2709; or achesley@southeast.edu or **Tim Mittan** at 402-437-2524; 1-800-642-4075, ext. 2524; or tmittan@southeast.edu.

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**
 301 S. 68th Street 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.

Southeast community college

2009 QUARTER

SUMMER WINTER
 FALL SPRING

Social Security Number		Name: Last		First	Middle Initial	E-mail address	
Residence Mailing Address				City	State	Zip	County #
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Used for statistical purposes only) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other		Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska	
Home Phone		<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone					

Please select all that apply:
 Starting a Small Business • Oct. 5-7 • \$35 • BSAD-3700-LNFA
 Starting a Small Business • Nov. 14 • \$41 • BSAD-3700-LNFB
 Marketing Strategies • Oct. 16 • \$79 • BSAD-3460-CEFA
 Funding A Business Venture • Oct. 20 • \$39 • ENTR-3002-CEFA

Practical Accounting with QuickBooks • Oct. 8 • \$89 • ACCT-3524-CEFA
 Business Plan • Nov. 3-17 • \$89 • ENTR-3001-CEFA
 QuickBooks 2007 Level 1 • Nov. 4 • \$109 • ACCT-3525-CEFA
 QuickBooks 2007 Level 2 • Dec. 2 • \$109 • ACCT-3526-CEFA

SIGNATURE

Check Cash Mastercard Discover VISA V Code

Name as it appears on card: _____

Exp. Date _____ Credit card # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

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 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jstot@southeast.edu.

Staff/Department Discount	()
TOTAL DUE	
FOR OFFICE USE ONLY	
DE _____	ID# _____