



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.

IS MY IDEA FEASIBLE?

(0.3 CEUs) If you're starting, running or growing a business, 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.

Course Number: BSAD-3461-CESA Tuition: \$39
Dates: June 16, 2009 Day: Tuesday
Time: 6-9 p.m.
Location: SCC Continuing Education Center

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.

Course Number: BSAD-3700-LNSB Tuition: \$41 (includes lunch)
Date: June 6, 2009 Day: Saturday
Time: 8:15 a.m.-5 p.m. Location: Southeast Community College

Course Number: BSAD-3700-LNUA Tuition: \$35
Dates: Aug. 10, 11 & 12, 2009 Day: Mon., Tues. & Wed.
Time: 7-9:30 p.m. Location: Southeast Community College

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

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

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.

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.

Course Number: ACCT-3524-CEUA Tuition: \$89
Date: July 24, 2009 Day: Friday
Time: 8 a.m.-5 p.m.

Location: SCC Continuing Education Center
301 S. 68th St. Place, Lincoln, NE • Room 404

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. Learn to create a company, use the check register, generate estimates and invoices, track credit cards, pay bills, create reports and memorize transactions.

Course Number: ACCT-3525-CEUA Tuition: \$109
Date: July 29, 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. Learn about the accounting features including various disk operations and Accountant's Review.

Course Number: ACCT-3526-CESA Tuition: \$109
Date: June 3, 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

Course Number: ACCT-3526-CEUA Tuition: \$109
Dates: Sept. 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

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).



2009 QUARTER

Table with 2 columns: Course Name and Quarter. Rows include Summer, Winter, Fall, and Spring.

Registration form fields including Social Security Number, Name (Last, First, Middle Initial), E-mail address, Residence Mailing Address, City, State, Zip, County #, Birth Date, Gender, Race, Veteran or Dependent Utilizing Military Benefits, Resident of Nebraska, and Home Phone.

- List of course options with checkboxes: Is My Idea Feasible?, Starting a Small Business, Practical Accounting with QuickBooks, QuickBooks 2007 Level 1, QuickBooks 2007 Level 2.

SIGNATURE

Signature fields: 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.

Staff/Department Discount, TOTAL DUE, FOR OFFICE USE ONLY, DE, ID#