Small-Business Essentials
Summer 2020

Working with QuickBooks Online
Prerequisite: Microsoft Windows and internet browser experience
Learn about the features of QuickBooks online and how these can be used to manage the accounting for your small business or organization. Learn how to navigate the application, set up a company file, setup and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

This course does not configure or customize the software for your business or organization. Required book is available through the SCC Campus Store, 8800 O St., Lincoln or at www.sccbookstore.com.

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<th>July 30</th>
<th>Live Online, Zoom</th>
<th>Th</th>
<th>Johnson</th>
<th>1:45-3:00 p.m.</th>
<th>ACCT-3516-TCUB</th>
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NEW! Let’s Do Lunch: How to Use Zoom
You got a Zoom invite? Enjoy your lunch and learn about how to use Zoom to chat with friends and family, near and far.
Falls City Chamber Members: Contact Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

| July 22 | Live Online, Zoom | W  | Noon-1 p.m. | AREA-6665-TCUA | $10 |

NEW! Let’s Do Lunch: Host a Meeting on Zoom
Collaborate with your team virtually and learn how to Host a meeting on Zoom.
Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

| Aug. 19 | Live Online, Zoom | W  | Noon-1 p.m. | AREA-6665-TCUA | $10 |

Perk Up Thursday Weekly Coffee
Beginning Aug. 6 • 10-11 a.m.
Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a speaker who shares real stories about their business experiences and entrepreneurial journey. These stories include why an entrepreneur got started in their business, what they have learned along the way (the good, the bad and sometimes the ugly) and what keeps them perked up and passionate about what they do!
Location will be announced via email newsletter. Sign up for the newsletter at www.southeast.edu/entrepreneurship.

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Accounting for Business Owners
This course is taught by a CPA and is intended for business owners, managers and others looking to gain a basic understanding of accounting used in small businesses or organizations. We will explore the various types of business entities, basic business registration and compliance requirements, general bookkeeping and accounting concepts, components of financial statements, budgeting and basic income tax accounting.

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

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Check out all classes offered at www.southeast.edu/HebronLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratHebron

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu

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.

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.
Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.

FREE TRAINING
For information on financial assistance options, visit www.southeast.edu/cefinassist

The logo for Southeast Community College is shown along with the text "Learning Center at Hebron".
### Register Online

You must have an email account to register online.

2. Search for your class by entering 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.

* The College requires a student’s Social Security number as a condition for enrollment online. A student’s Social Security number information constitutes an “educational record” under FERPA.

### OR Register by Mail, Fax or In Person

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

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

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<tr>
<th>Social Security Number or SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip Code</th>
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**Residence Mailing Address**

- City
- State
- Zip
- County

**Email Address**

- Cell Phone
- Home Phone
- Business Phone

**I identify as:**

- Male
- Female
- Nebraska Resident
- Non-Resident

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**

- White
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Black/African-American

### 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.

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**Today’s Date** __/__/____

**Would you like a receipt mailed to you?**

- Yes
- No

**SCC Staff Tuition Waiver (check one)***

- [ ]

**TOTAL DUE** $__________

* For Office Use Only

ID# ______________________
DE ______________________

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402-437-2700 800-828-0072 FAX 402-437-2703
[www.southeast.edu/continuing](http://www.southeast.edu/continuing)