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.

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.

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.

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.

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.

Check out all classes offered at www.southeast.edu/PlattsmouthLC
Find us on Facebook® at www.facebook.com/SCCLearningCenteratPlattsmouth
**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.

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

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**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

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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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**COURSE NUMBER**

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**FOR OFFICE USE ONLY**

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**Signature**

- Check Cash Mastercard AMEX Discover VISA V Code ________
- **Name as it appears on card:**
- **Exp. Date:** ____________
- **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.**
- **Fees and charges are based on the numbers of credits.**
- **Your course registration will be processed only upon receipt of payment in full or upon approved SCC Financial Aid.**
- **The College reserves the right to cancel non-credit courses for which there is insufficient enrollment or to change course locations, times, dates, or instructors.**
- **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 course(s) I elected; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the withdrawal or drop form to the Admissions Office and 3) that a course begun by me cannot be dropped or cancelled for credit.**
- **I further understand and agree: a) to comply with the policies and rules of the College; b) that false information, failure to complete the required paperwork, or failure to follow the procedures outlined above may result in the denial of enrollment or cancellation of classes; c) that the information contained herein is correct as stated, and that any changes in name, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. If the College’s student records are the official or primary source of information about an individual, the College will comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Federal and State laws for the protection of student information; d) that I hereby authorize Southeast Community College to make release of information to any individual or entity including, but not limited to the Social Security Administration, Department of Veterans Affairs, VA Loans, and any additional agencies or entities as determined by the College; and e) that I will comply with the College’s Student Code of Conduct.**
- **If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.**

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301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
[www.southeast.edu/continuing](http://www.southeast.edu/continuing)