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.

Keyword: Lunch

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.

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.

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

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

For more information, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2750 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.
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

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

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/student-handbook for additional information.

Social Security Number OR SCC Student ID Number      Birth Date      Name: Last
City State Zip County #
Email Address
Cell 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 ☐ Black/Mixed-American

COURSE NUMBER          TITLE          START DATE          COST
_________________________________________  __________________________________  $  $  $  $  
_________________________________________  __________________________________  $  $  $  $  
_________________________________________  __________________________________  $  $  $  $  
_________________________________________  __________________________________  $  $  $  $  

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.

Would you like a receipt mailed to you? ☐ Yes ☐ No
SCC Staff Tuition Waiver (                            )

TOTAL DUE $  $  $  $  $  $  $  $  

FOR OFFICE USE ONLY
ID# __________________  DE __________________

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees; 2) that if I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 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, or jsoto@southeast.edu.

You will see your class acknowledgement with information about your SCC Student ID Number, SCC User ID and password. You will also receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.