Small-Business Essentials
Summer 2020

Small-Business MasterClass: How to Find & Select the Best People for Your Company
This workshop will provide participants with strategies to find top talent and create a compelling case for them to join your company. You will learn the basics of recruiting for your business as well as develop questions that uncover whether someone will be a good fit for your culture, team and management style. You will leave this workshop better equipped to recruit, interview and select the people who will add value to your business and your customers.

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<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Instructor</th>
<th>Course Code</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Aug. 27</td>
<td>Lincoln, CEC, 324</td>
<td>Th 1-5 p.m.</td>
<td>Russell</td>
<td>BSAD-7312-CEFA</td>
<td>$145</td>
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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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<tbody>
<tr>
<td>July 30</td>
<td>LIVE Online, Zoom</td>
<td>Th 1-4:30 p.m.</td>
<td>Johnson</td>
<td>ACCT-3515-TCUB</td>
<td>$79</td>
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<tr>
<td>Sept. 3</td>
<td>LIVE Online, Zoom</td>
<td>Th 1-4:30 p.m.</td>
<td>Johnson</td>
<td>ACCT-3515-TCFA</td>
<td>$79</td>
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<td>Sept. 29</td>
<td>LIVE Online, Zoom</td>
<td>T 1-4:30 p.m.</td>
<td>Johnson</td>
<td>ACCT-3515-TCFB</td>
<td>$79</td>
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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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<td>July 30</td>
<td>LIVE Online, Zoom</td>
<td>Th 8:30 a.m.-Noon</td>
<td>Johnson</td>
<td>ACCT-3516-TCUB</td>
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Adobe Spark
Prerequisite: Windows Operating System and internet experience
Create branded webstories, animated videos, and social graphics with Adobe Spark. This class will help you get started to create, edit and share visual stories from any device.

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<td>Nov. 11</td>
<td>Lincoln, CEC, 402</td>
<td>W 1-4 p.m.</td>
<td>Guthard</td>
<td>GDMA-7280-CEFA</td>
<td>$69</td>
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Location Key
Lincoln, CEC.................................Jack J. Huck Continuing Education Center, 301 S. 68th St. Place

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

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

For more information, contact us at 800-828-0072 or continuinged@southeast.edu
Canva
Prerequisite: Windows Operating System and internet experience
Learn to use Canva’s drag and drop feature and professional layouts to design stunning graphics. The tools can be used for both Web and print media design. No design skills necessary!

Nov. 4
Lincoln, CEC, 402
W 9 a.m.-Noon
Keyword: Canva
$69
GDM-7285-CEFA

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.
Keyword: Lunch
$10
AREA-6665-TCUA

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.
Keyword: Lunch
$10
AREA-6665-TCUB

QuickBooks 2019 Series
Small business owners should be using QuickBooks to manage invoices, pay bills and track expenses. If you want to take control of your business’s finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software’s more advanced features.

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.

For more information, contact us at 800-828-0072 or continueinged@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.

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 cancellation/withdrawal occurs, refunds will be determined by the date I submit my request to Continuing Education. If the course is not offered, a student may request a refund. If a student formally requests a refund, a 10% administrative fee will be refunded to the student. If the class is not offered, refunds will be processed to the student or third party billed. A third party who is billed will be notified of the refund and instructed on how to receive payment.

Prerequisite: Windows Operating System and internet experience

If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

Location Key
Lincoln, CEC.................................Jack J. Huck Continuing Education Center,
301 S. 68th St. Place
You must have an email account to register online.


2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
   - Key Word Example: \textit{Driver}
   - Course Number Example: \textit{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**.

6. If you want to register for additional classes, select **Search for more classes** under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.

7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number**, **SCC User ID** and **password**. You also will 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.