

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.

Keyword: Internet

Aug. 27 Lincoln, CEC, 324	Th Russell	1-5 p.m. BSAD-7312-CEFA	\$145
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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.

Keyword: Quickbooks

July 30 LIVE Online, Zoom	Th Johnson	1-4:30 p.m. ACCT-3515-TCUB	\$79
Sept. 3 LIVE Online, Zoom	Th Johnson	1-4:30 p.m. ACCT-3515-TCFA	\$79
Sept. 29 LIVE Online, Zoom	T Johnson	1-4:30 p.m. ACCT-3515-TCFB	\$79



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.

Keyword: Accounting

July 30 LIVE Online, Zoom	Th Johnson	8:30 a.m.-Noon ACCT-3516-TCUB	\$79
Sept. 3 LIVE Online, Zoom	Th Johnson	8:30 a.m.-Noon ACCT-3516-TCFA	\$79
Sept. 29 LIVE Online, Zoom	T Johnson	8:30 a.m.-Noon ACCT-3516-TCFB	\$79



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.

Keyword: Spark

Nov. 11 Lincoln, CEC, 402	W Guthard	1-4 p.m. GDMA-7280-CEFA	\$69
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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>.

Location Key

Lincoln, CEC..... Jack J. Huck Continuing Education Center,
301 S. 68th St. Place

FREE TRAINING

For information on financial assistance options, visit www.southeast.edu/cefinaassist

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 continuing@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 W 9 a.m.-Noon \$69
Lincoln, CEC, 402 GDMA-7285-CEFA

Keyword: Canva

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 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCUA

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.

Aug. 19 W Noon-1 p.m. \$10
LIVE Online, Zoom AREA-6665-TCUB

Keyword: Lunch



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.



www.ed2go.com/scce

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.

Accounting Fundamentals Series

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.

For more information, contact us at
800-828-0072 or continuinged@southeast.edu

Location Key

Lincoln, CEC..... Jack J. Huck Continuing Education Center,
301 S. 68th St. Place

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.



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/collegecatalog for additional information.

PLEASE PRINT

Today's Date

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> 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.

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 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. 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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
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: *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**.
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.



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

* 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 FERPA.