NEW! Zoom: Everyone is Doing It!
Learn why Zoom is being used by millions to hold one to one meetings or group conversations! Zoom provides a fun and easy way to connect with family, friends or colleagues with the click of a button. You can see them and hear them. Learn how to set up a free account, join a meeting, host a meeting, share your screen, and record meetings. Learn the difference between free or paid plans. Ready, set, Zoom!

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 tax accounting.

Required ebook is available through the SCC Campus Store at www.sccbookstore.com.

Working with QuickBooks Online
Prerequisite: Microsoft Windows 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 ebook is available through the SCC Campus Store at www.sccbookstore.com.

Focus Coaching (One-on-One Business Coaching)
Focus Coaching is a customizable coaching experience designed to empower entrepreneurs in their business journey. Participants will be introduced to versatile tools and systems to help them make informed decision making and receive personalized feedback from our experienced coaching team. Examples of tool/topics:

- Business Model Canvas (to start a business, provide the foundation for a business plan, or to make decisions in an existing business)
- Jobs, Pains, and Gains approach to target market
- Systems creations and tools
- Marketing strategies

Coaching sessions are scheduled at times convenient for the participant and coach and will be held via Zoom. Please contact Brooke Lenhoff at blenhoff@southeast.edu for registration information and to schedule your coaching sessions.

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.
Perk Up Thursday Weekly Coffee
Oct. 1-Dec. 3 • 10-11 a.m.
Join us Thursday mornings for relaxed networking and free coffee! Each week we feature a spotlight 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 learned along the way, and what keeps them perked up and passionate about what they do.

NOTE: No coffee on Nov. 26. Perk Up Thursday is held in the Focus Suites Commons (Third Floor, 285 S. 68th St. Place, Lincoln) or via Zoom. Location will be announced each week via email newsletter. Sign up for the newsletter at www.southeast.edu/entrepreneurship. Can’t attend a coffee? No worries, you can view them at your convenience on our YouTube Channel!

NEW! Outlook or Gmail? Which is Best for Your Business?
Deciding which email platform to use can be frustrating and confusing. Experience the benefits and downsfalls to each platform. When you leave class, you will have a new sense of confidence when choosing which email platform is best for your new or existing business.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 8</td>
<td>6-9 p.m.</td>
<td>Hopwood</td>
<td>LIVE Online, Zoom</td>
<td>$59</td>
</tr>
</tbody>
</table>

NEW! Virtual Platforms for Businesses
Life happens, business needs change or we are in a pandemic. No matter the reason, distance technology is becoming more prominent in businesses. Not sure which platform suits your business best? Get a hands-on tour of Zoom, Webex and Skype for Business plus a few other notable mentions in this virtual class.

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<tbody>
<tr>
<td>Nov. 17</td>
<td>6-9 p.m.</td>
<td>Hopwood</td>
<td>LIVE Online, Zoom</td>
<td>$59</td>
</tr>
</tbody>
</table>

Let’s Do Lunch: Zoom Basic
Oct. 1
Noon-1 p.m.
LIVE Online, Zoom
Area-6665-TCF
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

Let’s Do Lunch: Host a Meeting on Zoom
Nov. 5
Noon-1 p.m.
LIVE Online, Zoom
Area-6665-TCF
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

NEW! Let’s Do Lunch: Video Chatting
Dec. 3
Noon-1 p.m.
LIVE Online, Zoom
Area-6665-TCF
Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu
**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/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

**Social Security Number OR SCC Student ID Number**

**Name**: First          Last

**Birth Date**

**City**

**State**

**Zip**

**County #**

**Email Address**

**Cell Phone**

**Residence Mailing Address**

**Business Phone**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

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

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

**I identify as:**

- Male
- Female

- Nebraska Resident
- Non-Resident

**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. Using your SCC User ID and password it will not be necessary to provide your Social Security number again.

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**.

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. 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**

**www.southeast.edu/continuing**