SCC is pleased to present classes designed to assist current and prospective small-business owners and managers to enhance their businesses’ success. We offer classes based on recommendations from the area business community and SCC Focus Suites.

For more information about the SCC Focus Suites, call 402-323-3629 or visit www.southeast.edu/entrepreneurship.

**NEW! Hiring & Employees**

Learn the necessary processes for hiring new employees and stay in compliance with current employees. This course provides an overview of the following: paperwork guidelines, employer reporting requirements, payroll taxes, workers’ compensation insurance, and overtime rules for hourly versus salaried employees.

This workshop is presented in partnership with REAP, which is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). All REAP and SBA programs and services are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities and/or persons with limited English proficiency (LEP) will be made if requested in advance. Cost is payable to SCC.

**Perk Up Thursday Weekly Coffee**

April 1–June 24 • 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!

NOTE: 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!

**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 for 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.

**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.

Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

**FREE TRAINING**

For information on financial assistance options, visit www.southeast.edu/cefinassist
### 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, set up and invoice customers, manage vendors and pay bills, work with banking and credit card transactions, and utilize reports from the system.

This class is for the online version of QuickBooks. This course does not configure or customize the software for your business or organization. Please email Brooke at blenhoff@southeast.edu after registering for Zoom and book information.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>April 14-15</td>
<td>W, Th</td>
<td>Johnson</td>
<td>LIVE Online, Zoom</td>
<td>$79</td>
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### NEW! Blogging for Beginners
Whether for personal projects, small business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.

March 8
LIVE Online, Zoom
M Roush
6-9 p.m.
AREA-6743-TCSA
$39

### NEW! Let’s Do Lunch: Small Business Online Marketing Strategies
Learn a few tips and tricks to get your business noticed virtually.

- Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<th>Date</th>
<th>Time</th>
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<tr>
<td>May 12</td>
<td>W, Noon-1 p.m.</td>
<td>AREA-6665-TCSH</td>
<td>$10</td>
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### NEW! Let’s Do Lunch: New Options in Social Media
You know about Facebook®, Twitter and Instagram, but what about these new platforms everyone is talking about, Parlar, MeWe and others. We’ll discuss the options and functions of new platforms.

- Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<th>Date</th>
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<tr>
<td>June 2</td>
<td>W, Noon-1 p.m.</td>
<td>AREA-6665-TCUA</td>
<td>$10</td>
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### NEW! Let’s Do Lunch: Learn about Canva
Canva is becoming the hottest, easiest way to get your message out there, whether it’s on Facebook or other marketing online. You can do it with Canva!

- Falls City Chamber Members: Email Amber, Falls City Chamber Director, at DirectorCCMS@sentco.net and take this class at a reduced cost.

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<th>Date</th>
<th>Time</th>
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<td>June 16</td>
<td>W, Noon-1 p.m.</td>
<td>AREA-6665-TCUB</td>
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### Introduction to Grant Writing
Successful grant writing takes skill, practice and a little luck! Learn the fundamentals of grant writing, including terminology, funding sources, reading grant proposals, and the basics of preparing a grant proposal.

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<th>Date</th>
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<tr>
<td>March 22</td>
<td>M, 6-9 p.m.</td>
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Check out all classes offered at [www.southeast.edu/continuing](http://www.southeast.edu/continuing)  
Find us on Facebook® at [www.facebook.com/SCCNebCE](http://www.facebook.com/SCCNebCE)

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

You must have an email account to register online.

2. Search for your class by entering a keyword 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.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
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<tbody>
<tr>
<td>Residence Mailing Address</td>
<td>City</td>
<td>State</td>
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<td>County #</td>
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<td>Email Address</td>
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<td>q White</td>
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<td>q Native Hawaiian/Other Pacific Islander</td>
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<td>q American Indian/Alaska Native</td>
<td>q Black/African-American</td>
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### COURSE NUMBER | TITLE | START DATE | COST
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### TOTAL DUE

| SCC Staff Tuition Waiver | | | ( ) |

Would you like a receipt mailed to you?

- Yes
- No

**TOTAL DUE**

- $0

**FOR OFFICE USE ONLY**

ID# __________________

DE __________________

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Submit 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 withdrawal notice 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 stated; and, 5) any changes in SIS, 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. Requests 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.

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