Small-Business Essentials

Fall 2021

Basic Business Startup

Ever thought of starting up a small business from what you do anyway, such as mowing lawns, snow removal, crafting, etc.? Hobbies can become a small business. This class will give information about how to form your business for tax purposes, IRS and Nebraska rules and guidance, employees or contract labor, and recordkeeping requirements.

Business Plan Basics

Your boss wants you to work on a business plan to expand the business. Or, you want to start your own business. Wherever you are, this class is one you need. Learn how to take your business idea and write up a complete business plan ready to present. Discussion will include topics like identifying your product and customers, marketing your business, identifying your start up and ongoing costs, how to obtain funding, and putting it all in a final business plan.

Let’s Do Lunch: Basic Zoom

Find out more about all the fun things you can do with Zoom!

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S C C staff tuition waiver does not apply.

Location Key

Plattsmouth, PLLC, 102

For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Cancellation/Refund Policy:
The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/studenthandbook 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, gender identity, gender expression, or disability. The College reserves the right to deny admission when the student does not meet applicable requirements or pose a risk to the health and safety of other students, employees, or visitors.

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.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/sccceonlinecourses.

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

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COURSE NUMBER

TITLE

START DATE

COST

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TOTAL DUE

Would you like a receipt mailed to you?

Yes No

SCC Staff Tuition Waiver

FOR OFFICE USE ONLY

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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:  *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**. Print this page 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.

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*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.*