

## Small-Business Essentials

Winter 2022

### How to Decide the Legal Form of Your Business

What are the advantages and disadvantages of various business entities? Discussion will include: LLC, sole proprietorships, partnerships, and corporations from a legal and tax perspective.



**Keyword: Business**

March 1	T	6:30-8:30 p.m.	\$25
LIVE Online, Zoom	Rauert	AREA-0149-TCSYA	

### Business Plan 2.0

It's time to go beyond the basics! Take your business plan to the next level. Whether looking at adding an additional product, needing to do market analysis or develop a marketing plan, this class has you covered.

**Keyword: Business**

Jan. 6	Th	6-9 p.m.	\$69
York, YHS, B2		Hurley	BSAD-6091-YKSA



### Online Marketing Strategies

Online marketing is a must in today's business climate. Learn best practices and get your specific questions answered about websites, email and social media.



**Keyword: Marketing**

Feb. 16	W	9 a.m.-Noon	\$59
LIVE Online, Zoom	Siefkes	BSAD-7320-TCSNA	

### Let's Do Lunch: Basic Zoom

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



**Keyword: Zoom**

Feb. 24	Th	Noon-1 p.m.	\$10
LIVE Online, Zoom		AREA-6665-TCSFB	

### Location Key

York, YHS ..... York High School, 1005 Duke Drive



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/scceonlinecourses>.

### Building Your Applicant Pool

Business is booming, and you need more employees. You see two or three applications come through but you have six or seven positions to fill. Leave class with a toolbox of methods, techniques and tips to increase your applicant pool for ongoing hiring.

**Keyword: Applicant**

Feb. 28	M	6-9 p.m.	\$59
York, YHS, B2		Hurley	BSAD-3034-YKSA

For more information, contact us at 800-828-0072, ext. 3634, or [continuinged@southeast.edu](mailto:continuinged@southeast.edu)



[www.ed2go.com/scce](http://www.ed2go.com/scce)

### BROWSE COURSES IN

**Accounting and Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Design and Composition**  
**Health Care and Medical**

**Language and Arts**  
**Law and Legal**  
**Personal Development**  
**Teaching and Education**  
**Technology**  
**Writing and Publishing**



<http://bit.ly/SCC-UGotClass>

### BROWSE CERTIFICATES & COURSES IN

**Business**  
**Business Communication**  
**Health**  
**Human Resources**  
**Leadership**  
**LEED Green Workplace Management**

**New Media Marketing**  
**Personal Development**  
**Social Media for Business**  
**Technology Skills**  
**Training and Education**  
**Training for K12 Teachers**

Check out all classes offered at [www.southeast.edu/YorkLC](http://www.southeast.edu/YorkLC)  
 Find us on Facebook at [www.facebook.com/SCCLearningCenteratYork](http://www.facebook.com/SCCLearningCenteratYork)

# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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.

\* 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

Today's Date

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

PLEASE PRINT

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		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"/> X (Gender variant/Non-binary)		<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	( )
<b>TOTAL DUE</b>	

<b>FOR OFFICE USE ONLY</b>
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](mailto:jsoto@southeast.edu).

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